



**Lac La Ronge Indian Band  
HEALTH SERVICES DEPARTMENT**

**Phone: 306-425-3600  
Fax: 306-425-5520  
Toll Free: 1-877-425-3443**



## **EMPLOYMENT OPPORTUNITY**

### **OPEN COMPETITION**

#### **1 – Senior Finance Officer For the Community of La Ronge**

The Lac La Ronge Indian Band Health Services Department is now inviting applications for 1 (one) Permanent Full Time, Senior Finance Officer, under the supervision of the Finance and Administration Manager. The ideal candidate will be responsible for the provision of specialized Payroll Administration, Accounting and Financial Services for the LLRIB Health Services Department in the community of La Ronge.

#### **Duties:**

- Maintain accounting records of all financial transactions and a general ledger for the Health Services Department.
- Carries out the Health Finance Program in accordance with the LLRIBHS Program objectives, procedures, policies, and needs.
- Assist in preparing quarterly reports.
- Ensure reporting to Health Canada is completed according to agreement guidelines.
- Financial reporting and analysis in accordance with the LLRIBHS.
- Month end and year end reporting.
- Assist in preparing yearly budgets in consultation with program managers and reporting requirements.
- Transaction processing for Accounts Payable, Receivables and Payroll
- Responsible for ensuring proper and timely CRA Remittances
- Responsible for the generation and distribution of T4's
- Maintaining financial records for the LLRIB Health Department.
- Ensures the accountability of all expenditures and revenues.
- Ensures payroll files are maintained in the appropriate manner.
- Other administrative and financial duties as assigned.

#### **Qualifications:**

- Certificate in Financial Administration and /or Business Administration and/or 5 years' experience, with related education.
- Experience and/or training in ACCPAC, including Payroll, Accounts Payable, Accounts Receivable and General Ledger.
- Ability to utilize accounting programs, maintain financial records and clear understanding of generally accepted accounting principles.
- Ability to work within multidisciplinary team.
- Must be bondable.
- Experience working with First Nations Communities an asset;
- Knowledge of Woodland Cree Language, Culture and Traditions an asset;
- Clear Criminal Record Check, Vulnerable Sector Screening and Driver's Abstract required upon hire.
- Must possess a valid driver's license.

**Benefits:** LLRIBHS offers a comprehensive salary and benefits package such as Recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

**Posted:** February 7, 2019                      **Deadline:** February 24, 2019

**To Apply:** Submit **cover letter** and **resume** including three (3) **work related professional references (excluding Chief & Council), one reference must be from your current or most recent Employer, to:**

**Email:** [hr@llribhs.ca](mailto:hr@llribhs.ca)                      **Phone:** 306-425-1700                      **Fax:** 306-425-5520

**Or Apply Online at:** <https://llrib.bamboohr.co.uk/jobs/view.php?id=128>

**In the cover letter, please indicate permission to contact references**

*LLRIBHS thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and vulnerable sector screening check. Please be advised applications received without the proper documentation may not be considered.*