



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Finance & Administration Department is now accepting applications to fill the following *Full-Time* position based in La Ronge, SK:

FINANCE OFFICER

The Finance Officer position is based in the La Ronge Central Office. This position reports to the Director Finance & Administration. The purpose of the position is to organize and maintain the Financial and Accounting System of the Finance & Administration Department.

The suitable candidate will be able to perform the following duties:

- Responsible for providing financial information from the computerized accounting system.
- Monthly Financial Statements/general ledger data
- Responsible for the Accounts Payable and the Accounts Receivable
- Responsible for administering and monitoring the financial activities for LLRIB programs as required.
- Prepare for the annual year-end audit
- Maintain financial files and records
- Ensure transactions are properly recorded and entered into the computerized accounting system – prepare, verify, and process invoices, and coding cheque requisitions.

The suitable candidate will possess the following qualifications:

- Must have a 2-year Diploma in Business Administration/ Accounting/ Finance.
- Minimum 3-5 years' experience in Finance, Accounting and INAC reporting requirements.
- Must have a proven record of organizing, planning and budgeting.
- Must be bondable.
- Computer literate, including effective working knowledge and skills of MS Word, Excel and e-mail.
- Demonstrated knowledge of accepted accounting rules, practices, laws, and reporting requirements.
- Advanced proficiency with accounting software and applications.
- Knowledge of standard office procedures and practices.
- Ability to interpret and implement company policies and procedures.
- Able to maintain confidentiality.
- Excellent verbal, written and interpersonal skills.
- Valid Class 5 Driver's License.
- **Must** be able to provide a recent and satisfactory Criminal Record Check/ Vulnerable Sector Check and SGI's Driver Abstract.

Posting Date: August 28, 2019

Deadline for application: September 11, 2019

Submit updated **cover letter, resume** including three (3) **professional references**. (please do not include Personal References). One reference must be provided from current or most recent supervisor:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

For further information, call Evelyn Netmaker, Director Finance & Administration at (306) 425-1162.

NOTE: Please be advised applications received without the proper documentation may not be considered.

LLRIB 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.

Telephone interviews will not be accepted.