

Accounting Technician Job Description

Qualifications

- Minimum 3 years' experience in an accounting position
- Strong proficiency with computer skills and knowledge of Sage 50
- Strong organizational and communication skills
- High degree of accuracy and thoroughness
- Ability to work in a team environment
- Previous experience in accounts receivable and accounts payable
- Accounting certification or diploma is considered an asset

Roles and Responsibilities

- Verifying accuracy of invoices and other accounting documents or records
- Processing invoices, accounts payable, and accounts receivable, and verifying that recorded transactions match financial statements
- Reconciling monthly records
- Knowledge of government tax submissions
- Preparing monthly reports as required
- Assist with budget preparation as required
- Other duties as required

Salary

- Salary range is \$60,000 - \$70,000, will be dependent on experience and skills of successful candidate

Ktunaxa Enterprises Ltd offer competitive wages and full benefits including health care and pension contributions.

This position is a **full-time permanent** in office based out of **Cranbrook, BC**.

Send all applications to info@ktunaxaenterprises.ca. We thank everyone for their interest, but we will only be responding to the candidates who we wish to interview.

As we seek to expand opportunities within the Nation, we encourage Ktunaxa citizens and other Indigenous peoples to identify themselves in their cover letter or resume.