



KTUNAXA ENTERPRISES LTD.

Intermediate Accountant

Ktunaxa Enterprises Ltd is seeking a qualified and experienced Intermediate Accountant. The successful applicant would be an innovative and forward thinking individual that embraces a high paced changing environment.

Responsibilities

- Assist the CFO with month-end financial reporting tasks to meet reporting deadlines. Prepare accurate and timely month-end journal entries, reconciliations for bank accounts and G/L accounts.
- Help maintain the fixed asset register by recording additions, disposals, and depreciation entries.
- Maintain accurate and organized financial records to facilitate audits and compliance with company policies.
- Assist accounts payable and receivable functions, including invoice processing, PO matching, customer invoicing, deposits, payments, and collections.
- Reconcile bank statements and monitor cash flow.
- Reconcile intercompany transactions and balances.
- Support external audit, review and compliance processes by providing necessary documentation.
- Prepare and file relevant tax and regulatory filings (e.g., GST, PST, payroll remittances).
- Support inventory and fixed asset accounting processes.
- Assist with various other reporting functions, including:
 - The preparation of journal entries and supporting schedules
 - The analysis and reconciliation of the general ledger accounts
 - Expense report preparation support
 - Assist with special projects and ad hoc reporting requests as needed

Qualifications

- Bachelor's degree in Accounting or Finance.
- CPA designation or enrollment in the CPA program is considered an asset.
- 3–6 years of relevant accounting experience required, preferably in a construction or industrial environment.
- Working knowledge of accounting software (Sage 50 or Sage Intacct) is considered an asset
- High level of proficiency in Microsoft Excel a must
- Ability to work independently with minimal supervision while adhering to deadlines and procedures
- Capacity to manage multiple tasks and prioritize workload effectively while meeting deadlines.
- Strong attention to detail and organizational skills for managing financial data.



KTUNAXA ENTERPRISES LTD.

- Effective communication skills to collaborate with team members and respond to basic inquiries.
- Ability to work under supervision, follow instructions, and contribute to a team environment.
- Self-motivated with a willingness to learn and adapt in a fast-paced setting.

Salary Range

- \$70,000-85,000 per year (based on experience)

Benefits

- Paid Time Off
- RRSP Match
- Extended Health, Dental & Vision Care
- Life Insurance
- Professional Development

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

If you are interested in applying for this position please send a cover letter and resume to brooke.burke@ktunaxaenterprises.ca

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.