



# Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Accountant

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA wishes to employ an Accountant who is seeking a challenging position in a fast-paced environment. The position reports to the Financial Administrator and performs the day-to-day accounting functions of the ONA that includes budget management, month/year end procedures and supervision of staff.

#### Key Duties and Responsibilities:

- Day-to-day accounting functions such as budget management updating of spreadsheets, development of templates and monitoring of department budgets, assistance with Accounts Payable and Accounts Receivable and supervision of staff.
- Completion of month end procedures that will include review of trial balance, balance sheet, payroll, AP and AR to ensure accuracy, reconciliation of bank statements, generating of monthly management financial reports, analysis of variances.
- Ensure compliance with internal controls, GAAP and statutory reporting.
- Provide input for the audit process, liaise with auditors to ensure information and schedules are delivered on a timely basis.
- Provide recommendations to enhance the efficiency of the accounting processes.

#### Qualifications:

- Accounting degree, or formal accounting designation and/or three years of finance related experience as well as strategic planning, human resources, administrative, financial and project experience, or an equivalent combination of education and experience. Experience managing First Nations finance programs or projects is preferred.

#### Knowledge, Skills and Abilities:

1. Must be familiar with the use of Microsoft Office, QuickBooks and project management.
2. Knowledge of First Nations and Federal government decision-making processes and a solid background in accounting management practices.
3. Demonstrated experience in all areas of accounting.
4. Must be able to work independently and in a team environment, work well under pressure, meet deadlines and must possess highly effective accounting skills as well as the discipline to pay close attention to details.
5. Aboriginal ancestry preferred if all other requirements are met.
6. Strong verbal and written communications as well as motivational skills are critical.
7. Good judgment, tact, strong interpersonal skills, demonstrated initiative, willing to be a team player and critical attention to detail.
8. Experience working with Federal and other types of funding agreements is a definite asset. Direct experience working in accounting positions within a First Nations community or organization would be preferred.
9. Must have the ability to both multi-task and delegate in order to efficiently deal with the workload.
10. Demonstrated organizational, time management and presentation skills.
11. A reliable vehicle and a valid BC Driver's License.

**Hours:** Full Time, 37.5 hours per week, in office.

**Wage:** The wage rate is \$28.00 to \$38.00 per hour.

**Job location:** Westbank office.

**Application Procedures:** Please send a current resume and covering letter to:

**David Leroux, Human Resources Manager**

Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

**COMPETITION OPEN UNTIL FILLED.**

Thank you for your interest, No Phone Calls Please only those short-listed will be contacted.