

**JOB POSTING DETAILS**

<b>Employer</b>	Missanabie Cree First Nation	<b>Job Type</b>	RI
<b>Job Title</b>	Bookkeeper	<b>Duration</b>	Full Time
<b>ES Job ID</b>	13362	<b>Location</b>	NA
<b>Date Posted</b>	September 16, 2022	<b>Closing Date</b>	October 14, 2022

**Job Overview - Description & Duties**

BOOKKEEPER  
FULL TIME PERMANENT

Missanabie Cree Business Corporation is looking for BOOKKEEPER, under the Supervision of the General Manager, the Bookkeeper will work to ensure fiscal and financial management carried out in accordance with MCBC's Financial Policy, and to work in adherence with internal policies procedures to support budgetary functions, financial planning, and implementation of MCBC funding allocations.

**Duties/Requirements:**

Assist with the management of financial transactions records from source documents (ie. accounts payables/receivables, disbursements, cheque requisitions, journal entries, purchase orders invoices, payroll)

Post financials to the general ledger using accounting software

Generate reports from financial data/information

Keep financial records, maintain general ledgers, financial statements and balance various accounts

Monthly reconciliation of accounts receivables, bank statements, credit cards

Process biweekly payroll calculator, prepare and issue payments via electronic deposits

Complete Record of Employment and Employee tax slips online

Record cash receipts and take bank deposits

Maintain the petty cash funds

Maintain the chart of accounts for each entity

Maintain the annual budgets

Provide information to the external accountant responsible for the company's financial statements

Assemble information required by external auditors for annual audits of MCBC and its various entities

Provide financial statements and general ledgers upon request

Maintain an orderly accounting filing system

Follow accounting policies and procedures

Abide by MCBC's company policies

Must provide clear criminal reference check

Must be willing to sign confidentiality agreement(s)

**Required Skills**

The successful applicant should have completed education in Accounting, Bookkeeping or a related field and several years of working knowledge of the accounting payroll systems or in a related field.

The successful candidate should possess the following skills and criteria:

- College Diploma in Accounting or higher
- Working knowledge of Accounting software
- Class "G" Drivers License

**Other Requirements**

NA

**How to Apply**

To apply for this position, please submit your cover letter, resume and references (3) via e-mail to [bmaclean@missanabiecree.com](mailto:bmaclean@missanabiecree.com).

Please note that preference will be given to qualified Missanabie Cree First NaOon members and other Indigenous Applicants