



# Cowessess First Nation #73

## Employment Opportunity

Cowessess First Nation is now accepting resumes for the following position:

**POSITION: Accountant II**

### **JOB SUMMARY:**

**Cowessess First Nation #73** is a progressive and proactive First Nation seeking an **Accountant II**. This is a supervisory position responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. **Cowessess First Nation** has various business entities that provide a challenging opportunity for the successful candidate. The successful candidate will be required to obtain a thorough knowledge of all Band programs and relevant agreements and their required reporting structures, and must collaborate with each program to ensure all deadlines are met.

### **QUALIFICATIONS:**

- A degree in Business Administration or Commerce or equivalent experience in performing similar duties at a management level;
- Extensive experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management;
- Demonstrated experience with audit preparation and procedures; proven record in developing a sound financial policy;
- Experience in analyzing financial procedures and policy;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Experience in interacting with financial institutions to coordinate and implement sound financial planning;
- Skill in managing finance staff, coordinating projects and providing leadership in a team setting;
- Excellent organizational, analytical and problem-solving skills;
- Knowledge of and experience with computer technology including ACCPAC in a financial and administrative environment;
- Knowledge of First Nations' government structure and previous experience working with First Nations is a definite asset;

**Salary is commensurate with qualifications and experience.**

Send Resume, Three (3) References along with a Criminal Record Check to:

**Human Resource Department  
Cowessess First Nation #73  
P.O. Box 100  
Cowessess, SK  
SOG 5L0**

Telephone: (306) 696-2520/Fax: (306) 696-2767

[human.resource@cowessessfn.com](mailto:human.resource@cowessessfn.com)

**DEADLINE is no later than noon on April 12, 2019.**

Only those selected for an interview will be contacted.