



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

SENIOR ACCOUNTANT

Permanent Full-Time

\$73,125 – \$91,650 per annum

JOB SUMMARY

The Senior Accountant plays a key role in supporting the financial operations of Snuneymuxw First Nation and reports to the Financial Controller. This position is responsible for maintaining accurate and timely financial records, preparing reports, ensuring compliance with applicable financial policies, analyzing financial data, overseeing funding agreements and Indigenous Services Canada (ISC) requirements. The ideal candidate will bring a strong background in accounting with an ability to take charge of various accounting functions coupled with a deep respect for Indigenous values, governance, and community priorities.

DUTIES & RESPONSIBILITIES

As the Senior Accountant, you will be responsible for the following duties:

- Maintain and reconcile general ledger accounts, bank statements, and financial records on a monthly basis.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Analyze financial statements and reports to identify trends, discrepancies and opportunities for improvement.
- Lead financial projects including budgeting, cost control and financial systems implementation.
- Identify, initiate and prioritize the daily workflow to ensure quality of service and timely completion.
- Oversee functions of the finance department (AP, AR, Payroll) and provide leadership, guidance and delegation in a proactive manner to ensure smooth functioning of the team.
- Review and make appropriate changes to the bi-weekly AP cheque run.
- Ensure compliance with accounting principles, policies, industry regulations, funding agreements, ISC reporting, and audit requirements.
- Support the annual audit process, including preparation of working papers and liaising with auditors.
- Provide support and training to program managers and department heads ensuring timely completion of financial initiatives.



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- Assist in the training and development of Finance team members, providing guidance on best practices and resolving complex accounting issues.
- Maintain confidentiality and uphold ethical financial practices.
- Contribute to the development and implementation of financial policies and procedures.
- Participate in financial planning and forecasting activities.
- Perform other tasks and duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- CPA Designation or significant progress towards writing the final exam.
- Completion of Bachelor's Degree in Accounting, Finance, or Business Administration.
- Minimum 5 years of progressive experience in financial administration or accounting.
- Experience with creating financial statements and managing reporting requirements.
- Experience with general ledger functions and the month-end/year end close process.
- Previous supervisory experience considered an asset.
- Experience with annual budget process and participation in audits considered an asset.
- Experience as part of an implementation team for system enhancements or stand-alone systems.
- Experience with payroll processing is considered an asset.
- Experience with Xyntax software considered an asset.
- Previous experience working in a First Nation community with knowledge of cultural practices or a demonstrated keen interest in learning the culture.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate strong leadership abilities including the capacity to inspire and motivate team members, effectively delegate tasks and foster a collaborative and inclusive work environment.
- Exhibit excellent decision-making skills, strategic thinking, problem solving skills and the proficiency in identifying and solving complex accounting issues and discrepancies.
- Ability to translate and present complex financial information and concepts in an understandable way.
- Proven self-starter with an ability to take initiative.
- Ability to remain current with PSAS standards, Indigenous Service Canada Reporting, and other relevant regulations and policies.
- Thorough knowledge of current accounting principles and procedures.
- Exceptional eye for detail in creating and maintaining financial records and reports.
- Proficiency in accounting software (e.g. Xyntax,) and Microsoft Office Suite.
- Strong organizational skills with proven ability to effectively prioritize workflow.
- High standards of ethics and confidentiality to handle sensitive information.
- Ability to exercise good judgement, show initiative and be proactive.
- A commitment to ongoing professional development and continuous learning.



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- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.

WILLINGNESS STATEMENTS

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
- Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
- Must demonstrate strong morals and ethics.
- May be required to work additional hours to meet operational needs when necessary.
- Must conduct themselves in a friendly, courteous, and professional manner.
- Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: September 3, 2025 @ 11:59 PM PT/PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do
Innovation	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities



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