



P.O. Box 440, Hazelton, B.C. V0J 1Y0
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Job Opportunity: Senior Accountant

Location: Administration Office of Gitanmaax

Department: Finance

Reports To: Finance Manager

Salary Range: \$55,965 to \$74,728

Job Summary:

We are seeking a dedicated and experienced Senior Accountant to join our Finance team at the Administration Office of Gitanmaax. This role involves overseeing general ledger operations, enhancing financial reporting accuracy, and supporting strategic financial decisions through detailed analysis and forecasting.

Key Responsibilities:

- Manage daily transactions, including accounts payable/receivable, general ledger, and bank reconciliations.
- Prepare audit working papers.
- Handle month-end and year-end processes and journal entries.
- Oversee payroll processes.
- Prepare financial statements, budget monitoring, and variance analysis.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with GAAP principles.
- Liaise with the Financial Manager to improve financial procedures.

Required Qualifications:

- Bachelor's degree in Accounting, Finance, or a relevant field.
- Proven experience as an accounting supervisor or senior accountant.
- Thorough knowledge of basic accounting procedures and principles.
- Experience with creating financial statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Excellent accounting software user and administration skills.

Benefits:

- Competitive salary package within the stated range.
- Comprehensive benefits including health, dental, and retirement plans.
- Opportunities for professional development and career growth.

Application Process:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience relative to the position's responsibilities. Please send your application materials to **info@gitanmaax.com**.

Join our team and contribute to the financial health and transparency of the Gitanmaax community. We look forward to your applications and the potential to welcome you to our professional family!