



"People Who Harvest Salmon Using Torchies"

PO Box 440, Hazelton, BC V0J 1Y0
Tel: (250) 842-5297 • Fax: (250) 842-6364

Job Posting: HR Manager

Location: Gitanmaax Administration Office

Department: Human Resources

Reports To: CEO

Salary Range: \$80,833 to \$90,730

Job Summary:

Gitanmaax Administration is seeking a skilled HR Manager to lead our Human Resources department. This position requires a dedicated professional who can manage HR operations, foster a positive work environment, and support strategic organizational goals.

Key Responsibilities:

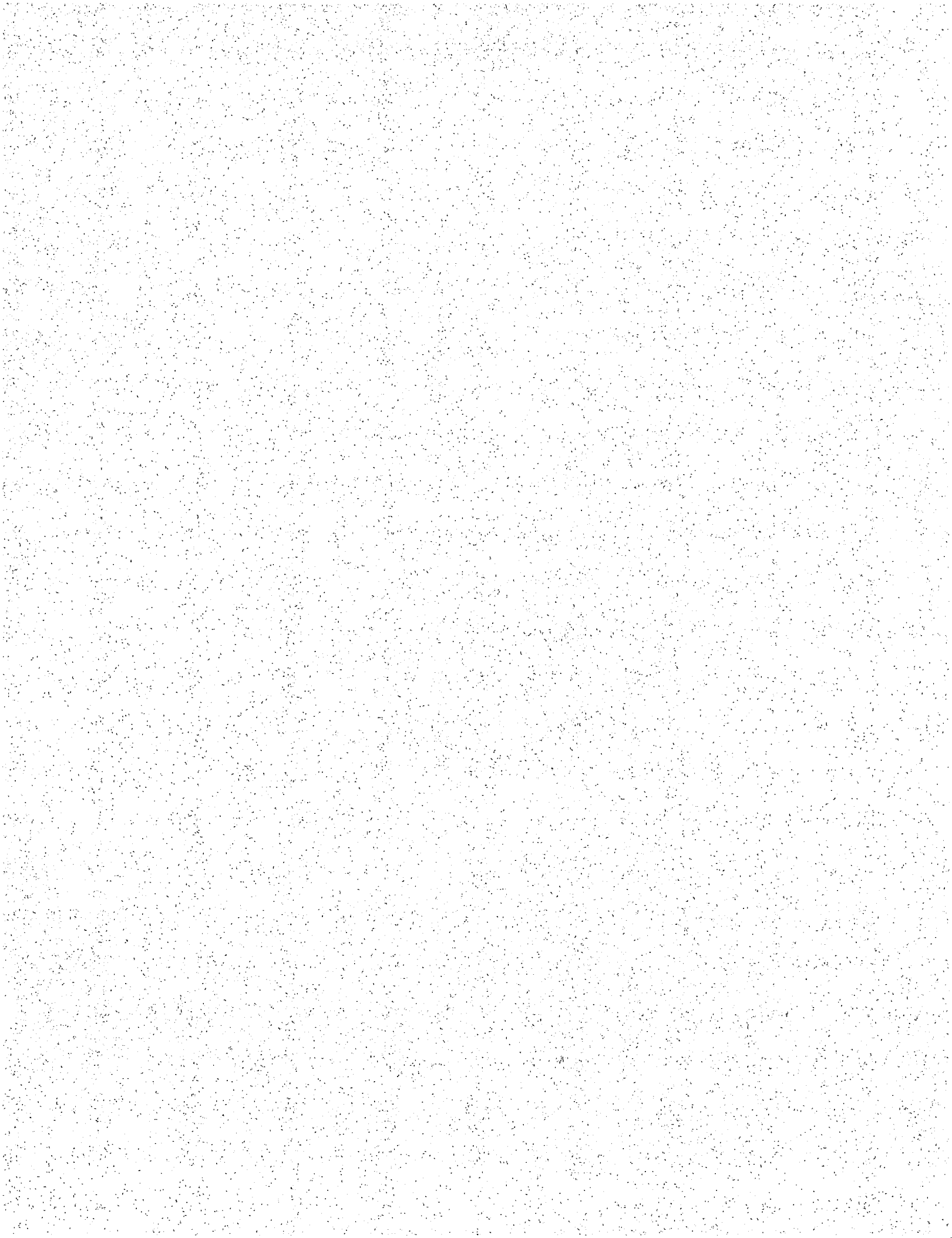
- Develop and implement HR strategies and initiatives that align with the overall mission and objectives of the organization.
- Manage the recruitment and selection process and onboarding to attract and retain top talent.
- Oversee employee benefits, training, development, and performance management.
- Ensure compliance with labour laws and organizational policies.
- Enhance workplace culture by promoting diversity, equity, and inclusion.
- Address employee relations issues and oversee conflict resolution processes.
- Provide decision support to management through HR metrics and analysis.

Required Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field;
- A minimum of five years of experience in an HR management role, preferably in a community-focused or public-sector organization.
- In-depth knowledge of labour law and HR best practices.
- Excellent interpersonal and communication skills.
- Strong leadership and problem-solving capabilities.
- Proficient with HR software and computer systems.

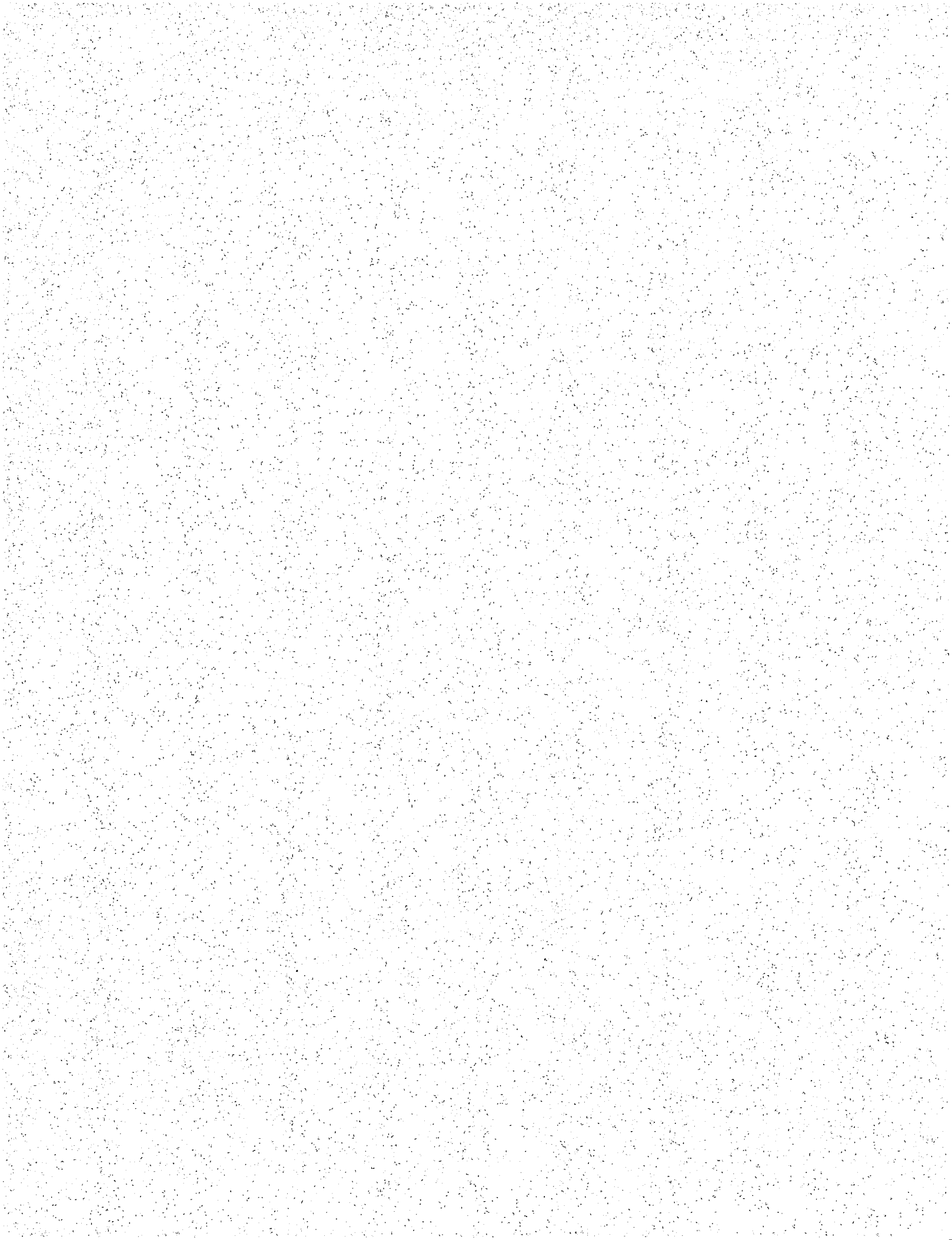
Benefits:

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



Application Process: Please submit your application including a resume and a detailed cover letter explaining why you are the right fit for this role and how your skills and experience align with the job requirements. Applications should be sent to: info@gitanmaax.com

Join us at Gitanmaax Administration and contribute to building a vibrant and inclusive community. We look forward to welcoming a dedicated HR professional who is passionate about making a positive impact on our team!





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Job Posting: 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:

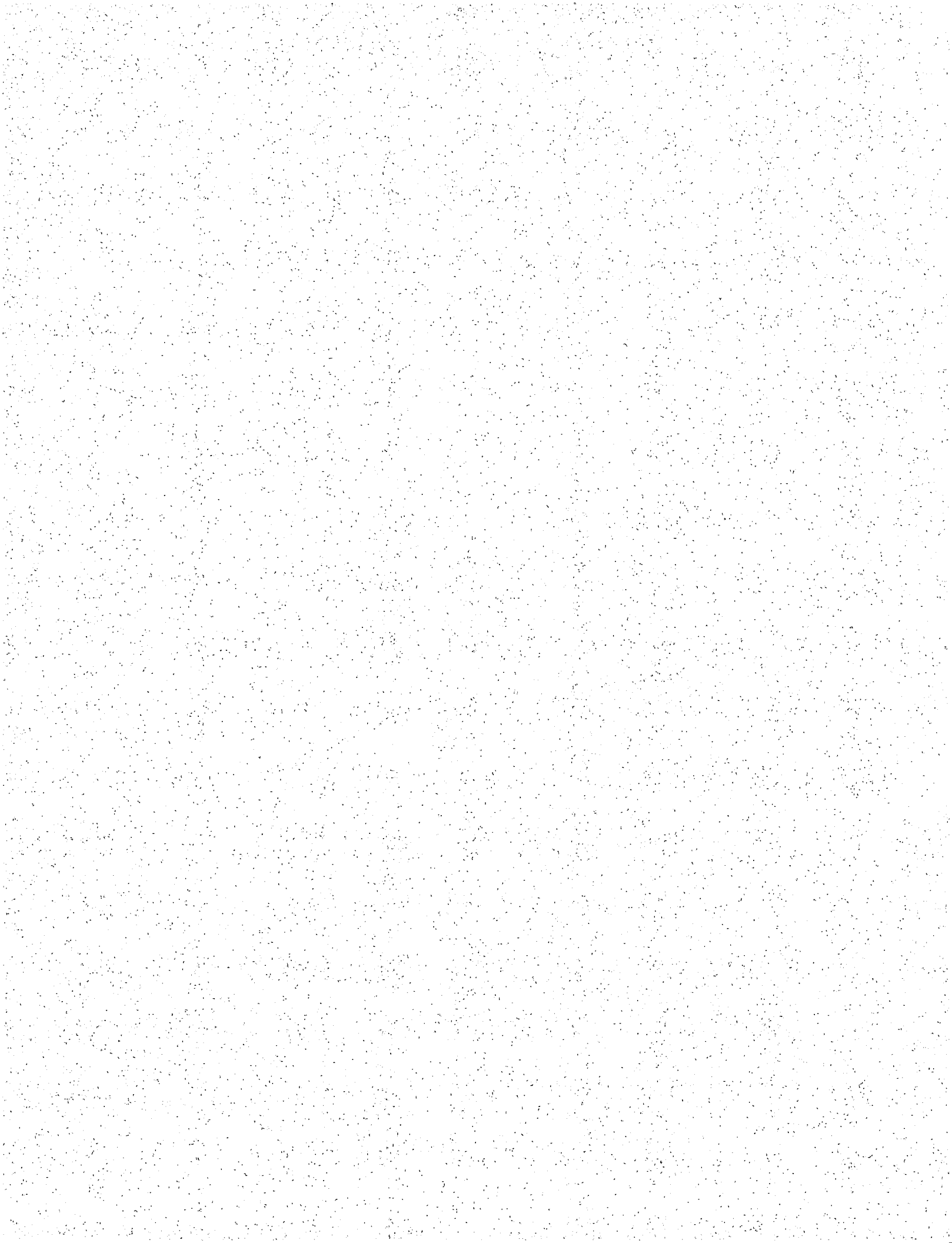
- Manage daily transactions, including accounts payable/receivable, general ledger, and bank reconciliations.
- Audit preparation, including working papers.
- Month-end and year-end processes and journal entries.
- Payroll processes.
- Prepare financial statements, budget monitoring, and variance analysis.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with GAAP principles.
- Liaise with our 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!

