

## **Accountant**

### **National Aboriginal Capital Corporations Association (NACCA)**

*NACCA is seeking a qualified, highly motivated individual to fill the role of Accountant.*

#### **Overview**

NACCA is the association of Aboriginal Financial Institutions (AFIs) that provide financial and business support services to Indigenous entrepreneurs across Canada. AFIs provide over \$100 million in loans annually to more than 1,250 Indigenous business clients, and manage a consolidated loan portfolio of more than \$320 million.

NACCA delivers a range of programs and services to AFIs across Canada. It also supports its members by developing new financial products and services, sharing best practices, and advocating on behalf of its AFI members.

#### **The Position**

Reporting to the Finance Manager, the Accountant is responsible for providing financial, administrative, and clerical support at NACCA.

#### **Key Responsibilities**

The Accountant performs a wide range of full cycle accounting duties, including but not limited to:

- Balance sheet reconciliations and assist with the preparation of financial statements and accompanying analysis
- Manages Prepaid, Accruals , Bank Reconciliations and Fixed Asset registry
- Contract management and reporting
- Process documentation (AP, AR, Payroll, Pension, Month end)
- Support Accounts Payable and Accounts receivable process
- Maintains accounting controls by preparing and recommending best practices, policies and procedures.
- Assist with budget preparation and monitoring
- Assist with the preparation and review of business cases
- HST tax reasonability and filing
- Support the Finance Manager as required



### **Qualifications and Requirements**

- Previous experience working in an accounting firm
- Professional accounting designation
- Minimum 3 years' related experience
- Postsecondary education in accounting or equivalent
- Experience using Sage 300 or similar software is considered an asset
- Excellent organizational, interpersonal and time management skills

**Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA)**

**This is a full-time position located in Ottawa.**

### **Salary & Benefits**

An attractive compensation package with excellent benefits including a defined benefits pension plan

Please send your cover letter and resume to Kristen Morris at [kmorris@nacca.ca](mailto:kmorris@nacca.ca).

Competition is open until filled.

*NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.*