

Senior Accounting Officer National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of Senior Accounting Officer

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Aboriginal Financial Institutions (AFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of AFIs; publishing national and regional results of AFI work; fostering partnerships and building capacity; and delivering programs, products, and services to AFIs.

The Position

The Senior Accounting Officer will coordinate and participate in day-to-day accounting and financial processes for NACCA and its group of companies. They will also participate in monthly bank and investment reconciliations, annual audit requirements, and support other financial and accounting duties while contributing to the continuous improvement of the accounting policies, processes, and controls, ensuring compliance across the organization.

The Senior Accounting Officer will additionally provide financial and economic advice and analysis on current and new business opportunities and facilitate a positive team environment.

Key Responsibilities

Financial Accounting:

- Plan, set up and administer accounting systems and prepare financial information
- Balance sheet reconciliations and assist with the preparation of financial statements and accompanying analysis
- Manage prepaid accruals, bank reconciliations and fixed asset registry
- Assist with budget preparation and monitoring
- Prepare monthly, quarterly, and annual reconciliations and journal entries of various GL accounts
- Participate in the year-end process, the preparation of financial statements and the notes to financial statements

Management Accounting:

- Maintain accounting controls by preparing and recommending best practices, policies, and procedures
- Analyzing data collected in order to determine the state of the organization's financial health
- Assist the Finance Team with reports and analysis of financial data for the Board of Directors and Board Committees
- Contract management and reporting
- HST tax reasonability and filing
- Assist in the analysis and implementation of new accounting standards, as required
- Assist with the preparation and review of business cases

Audit:

- Participate in the year-end external audit via preparation of reports and financial analysis

Knowledge, Experience and Skills

- Bachelor's degree in accounting, finance, commerce, economics, or business administration
- 6 years or more of related experience
- Obtained or currently working toward a CPA designation
- Data management, financial analysis, and modelling skills
- Excellent organizational and time management skills
- Strong cross-cultural 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

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HR@nacca.ca