

Accounting Administrator

National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of Accounting Administrator.

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) 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 IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

The Position

The Accounting Administrator is responsible for administering accounting functions, including preparing accounts payable and accounts receivable, maintaining the corresponding sub-ledgers as well as assisting with monthly closings and account analysis and supporting the Finance team in carrying out the day-to-day responsibilities of the department.

Key Responsibilities

- Maintain accurate and up-to-date financial records
- Account analysis and preparation of monthly schedules
- Account reconciliations to ensure accuracies of schedules
- Processes and records online payments and electronic funds transfer files
- Maintains accounts payable sub-ledger and reconcile this to the General Ledger
- Maintains Electronic Funds Transfer database
- Reconciles petty cash on regular basis
- Assist with month-end and year-end closing processes as needed
- Assist with budget preparation and forecasting
- Ensure compliance with all applicable regulations, including tax laws, and maintain accurate records for audit purposes
- Perform other duties as assigned

Qualifications and Requirements

- Completed post-secondary education in a related field and/or equivalent experience
- Minimum of 2 years of experience in accounting
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office, particularly Excel
- Experience with accounting software, preferably with Sage300
- Ability to work independently and as part of a team
- High degree of integrity and professionalism

This is a full-time position located in Ottawa.

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

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