



P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Accountant
DEPARTMENT: Blood Tribe Land Management
STATUS: Permanent
POSTING OPEN DATE: July 18, 2018 **POSTING CLOSE DATE:** August 24, 2018

GENERAL DESCRIPTION:

The Accountant oversees the finances and fiscal responsibility of the Land Management Department. The incumbent performs the accounting functions for the department, including the preparation of financial statements, preparation of Land Management Department annual budget, cash-flow statements, accounts receivable and accounts payable. The Accountant prepares all deposits and withdrawals for all Land Management Department Bank Accounts. The accountant will prepare, examine and analyze accounting records, financial statements and other financial information and reports to assess accuracy, completeness and conformance to reporting standards.

NECESSARY TRAINING AND EXPERIENCE:

- The ideal candidate must possess a two-year post-secondary Business Administration Diploma with a major in Accounting or equivalent and a minimum of three to five years work experience in accounting.
- Must submit a updated criminal record check
- Must have a valid drivers license and a reliable mode of transportation.

If you are interested in this opportunity, please submit a cover letter, resume, criminal record check and copies of your credentials to:

Blood Tribe Administration Human Resources
P.O. Box 60
Standoff AB, T0L 1Y0
Attention: Marlene Blood
OR APPLY ONLINE @ www.bloodtribehr.com
DEADLINE: August 24, 2018

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please contact Marlene Blood @ (403) 737-8219.