



# KAINAI

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:** January 29, 2019 **POSTING CLOSE DATE:** February 11, 2019

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### **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 driver's 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](http://www.bloodtribehr.com)  
DEADLINE: February 11, 2019

**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.**