



Shoal Lake 40 First Nation

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ACCOUNTING TECHNICIAN

Shoal Lake #40 is seeking An Accounting Technician to join our dynamic team. This vital role will maintain financial records, process transactions, and ensure accuracy across various administrative functions. We are seeking an individual with an energetic approach and strong organizational skills to enhance overall office efficiency. This exciting position offers the chance for the right individual to grow their career in accounting within a fast-paced environment.

Key Responsibilities

- Support Accounts Payable and Accounts Receivable processing and data entry.
- Maintain financial records using Adagio Accounting software and ensure appropriate backups are completed.
- Assist with year-end opening and closing procedures, including the preparation and entry of year-end adjusting entries.
- Post journal entries, reconcile accounts, prepare trial balances and financial reports, maintain the general ledger and support budgeting activities.
- Calculate and prepare cheques for payroll, tax, and other accounts payable obligations.
- Accurately upload invoices to third party sites and prepare spend reports as required.
- Provide excellent customer service by addressing inquiries promptly and accurately through email and over the phone.
- Organize and file financial documents systematically, ensuring easy retrieval of information for auditing and reporting purposes.
- Perform general clerical duties for the Administrator including proofreading documents, preparing reports, and managing correspondence using Microsoft Office and Google Workspace.

Requirements and Skills

- High school diploma or equivalent secondary education minimum.
- College diploma in accounting or bookkeeping preferred.
- 1 to 2 years of professional clerical or bookkeeping experience.
- Proven office experience with computer literacy in Microsoft Office, Google Workspace and strong data entry skills.
- Familiarity with Adagio Accounting Software is highly preferred (ideally at least one year of experience). Experience with Paydirt is considered an asset.
- Strong customer service skills with professional communication etiquette and the ability to handle multi-line phone systems with confidence.
- Knowledge of office management practices, filing systems, calendar management, and proofreading experience is required.
- Experience with pension and group benefits administration is considered an asset.

Salary to be determined based on experience and qualifications.

Please send resume and cover letter to govadminmgr@shoallake40.ca

Only those selected for interviews will be contacted.

Deadline for applications: Until position is filled.

Interviews: TBD