



k'awat'si Economic Development Limited Partnership (LP)

BOX 2009 • 154 TSULQUATE RESERVE, PORT HARDY, BRITISH COLUMBIA, V0N 2P0
PHONE: (250) 949-8393 • FAX: (250) 949-8301 Email: accounting@kedc.ca

Assistant Accountant

This challenging and rewarding career opportunity is a member of the team for k'awat'si Economic Development LP, and will appeal to a person that is teachable and looking for a challenge. Reporting to the Controller, the primary function of the position is to record, maintain and assist in the financial activities for the k'awat'si Economic Development LP. Applicants of Gwa'sala and 'Nakwaxda'xw Nation heritage, will be given special consideration. k'awat'si Economic Development Corporation LP is favourable to providing professional development opportunities.

Areas of responsibility:

- Maintains and balances various accounts using computerized bookkeeping systems.
- Posts journal entries and reconciles accounts, prepares trial balance of books and maintains the general ledgers.
- Calculates and prepares cheques for payroll, utilities, taxes and other bills.
- Completes and submits tax remittance forms, workers' compensation forms, pension contribution forms and other related government documents.
- Prepares information related to tax exemptions and income tax for non-aboriginal employees.
- Assist in the month end closing process, including the preparation of month end journal entries.
- Provide back up for Accounting Manager as required.
- Process payroll

Qualifications & skills:

- Post-secondary education in accounting, or related field and/or a combination of equivalent education and experience.
- Demonstrated knowledge of bookkeeping and accounting functions and requirements.
- Good communication skills, problem solving and team work skills.
- Ability to adapt, undertake multiple tasks and respond to changing priorities is imperative.
- Possess computer skills, proficiency in MS Office (Excel, Word) is an asset.
- Diplomacy, tact and confidentiality in dealing with a variety of people and information.
- Obtain a satisfactory criminal records clearance.
- Experience using Xyntax accounting program is an asset.
- Hotel accounting experience is an asset.

If you possess the necessary qualifications and skills, please forward your cover letter, and resume in the strictest confidence by February 28, 2019 to:

KEDC
Box 2009
Port Hardy, BC
V0N2P0

Or by email to: controller@kedc.ca

Please insert Assistant Accountant into email subject