

Job Title: Senior Accountant
Reports To: Director of Finance
Department: Finance
Organization: Gwa'sala-'Nakwaxda'xw Nations
Location: Port Hardy, BC
Salary: \$80,000 - \$110,000 per year
Job Type: Full-Time, Permanent
Schedule: Monday to Friday

About the Role

Gwa'sala-'Nakwaxda'xw Nations is seeking an experienced and detail-oriented Senior Accountant to join our Finance Department. Reporting to the Director of Finance, this role is responsible for ensuring the accuracy, integrity, and timeliness of financial information across the organization.

This hands-on position is ideal for a skilled accounting professional who thrives in a dynamic environment. Experience in not-for-profit and/or First Nation financial operations is an asset. The Senior Accountant will support core accounting functions, financial reporting, budgeting, cash flow management, and collaborative initiatives, while contributing to the Nation's long-term financial sustainability and strategic goals.

Key Responsibilities

Accounting & Finance

- Apply technical accounting expertise across the full accounting cycle, including Accounts Receivable, Accounts Payable, payroll, and month-end, quarter-end, and year-end closings.
- Ensure compliance with financial policies, regulatory requirements, and reporting standards.
- Support, maintain, and enhance internal controls and financial processes to promote continuous improvement.
- Serve as a reliable backup to the Director of Finance and Finance team members during staff absences.
- Contribute to strategic planning by providing financial modeling, forecasting, and scenario analysis to support informed decision-making.

Financial Reporting & Close Processes

- Prepare accurate and timely monthly, quarterly, and annual financial statements.
- Perform month-end, quarter-end, and year-end close activities, including journal entries, accruals, and reconciliations.
- Support audit preparation and act as a liaison with external auditors.

Project & Program Accounting

- Manage project-based accounting activities, including financial analysis and reporting.
- Prepare project progress reports and monitor budgets to ensure compliance with funding agreements.

Budgeting & Forecasting

- Prepare annual operating budgets and develop a five-year financial plan.
- Collaborate with departmental teams to ensure accurate, aligned budgeting and long-term financial planning.
- Provide training and support to departments to enhance understanding of budgeting, accounting processes, and financial procedures.

ERP & Systems Management

- Maintain and optimize financial systems, with preference for experience using Xyntax and Sage Intacct.
- Participate in and support system upgrades, implementations, and data migrations.

Team Support & Mentorship

- Collaborate closely with the Director of Finance and fellow Senior Accountant to achieve departmental goals.
- Provide guidance, training, and mentorship to junior Finance team members.
- Foster a culture of accountability, transparency, collaboration, and continuous improvement within the Finance Department.
- Contribute as a key member of a dedicated team of eight finance professionals.

Other Duties

- Prepare ad hoc financial analyses and reports as required.
- Participate in cross-functional initiatives and special projects.
- Be available to provide financial support during office closures due to community needs.

Qualifications

Education & Certification

- Bachelor's degree in Accounting or Finance.
- Near completion of CPA designation (CPABC), currently in final year preferred.

Experience

- Minimum of five to ten (5-10) years of progressive accounting and finance experience, preferably with First Nation organizations in British Columbia.
- Knowledge of Indigenous culture and First Nation funding agencies (ISC, FNHA, FNESC) is considered an asset.
- Experience with accounting system implementation and data migration is preferred.

Technical Skills

- Proficiency with Xyntax and Sage Intacct is preferred.
- Advanced Microsoft Excel skills: experience with Power BI or similar reporting tools is an asset.
- Strong understanding of Canadian GAAP, Public Sector Accounting Standards (PSAS), and applicable financial regulations.

Core Competencies

- Strong analytical and problem-solving skills with a high level of attention to detail.
- Excellent organizational, time management, and communication skills.
- Ability to work independently as well as collaboratively in a team environment.
- High ethical standards, strong technical accounting foundation, and ability to maintain confidentiality.

Why Join Us?

- Make a meaningful impact on the financial health and long-term goals of Gwa'sala-'Nakwaxda'xw Nations.
- Work in a supportive, inclusive, and collaborative environment.
- Opportunities for professional development, training, and career growth.
- Competitive salary with benefits, including dental, vision, extended health, life insurance, disability coverage, and paid time off.
- Enjoy three weeks of vacation plus potential Council-approved holiday breaks during Christmas and New Year.
- Reimbursement for relocation to Port Hardy.

Application Process

To apply, submit a cover letter and resume to follows

accountingjobs@gwanaknations.ca

Requirements:

- Must be legally eligible to work in Canada.
- Criminal record check and reference checks will be required.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Preference will be given to qualified members of the Gwa'sala-'Nakwaxda'xw Nations.

Gwa'sala-'Nakwaxda'xw Nations is committed to employment equity and encourages applications from Indigenous persons, women, visible minorities, and persons with disabilities.