



JOB DESCRIPTION

Bookkeeper

Date Reclassified:	February 25, 2025
Business Unit:	Metlakatla Development Corporation (MDC)
Location:	Prince Rupert, British Columbia
Reporting to:	MDC Finance/Office Manager

Metlakatla Development Corporation has an immediate full-time opening for a Bookkeeper. The successful candidate is responsible for full-cycle accounting, assisting in budget preparation and budget management process, developing financial statements and liaising with funders, contractors, auditors and other stakeholders.

Responsibilities:

Your specific training includes:

- Perform bookkeeping functions, including accounts payable, accounts receivable, payroll and related deductions, bank deposits, general ledger and full-time accounting functions for various corporate entities under the Metlakatla corporate umbrella.
- Ensure financial transactions are processed in accordance with Metlakatla financial policies with Generally Accepted Accounting Principles (GAAP) and with legislation.
- Collect overdue accounts receivable as required.
- Review reporting requirements of existing contracts, business partners, governments and funding agencies and maintain records that meet those requirements.
- Ensure regulatory reporting and remitting requirements are met.
- Prepare monthly financial statements and reports, prepare account analysis, develop journal entities and monthly reconcile payroll and other accounts in a timely manner to properly reflect the financial position of each entity.
- Prepare regular financial statements and special reports for the Manager of Finance and operational leaders at the assigned entities.
- Work with managers and staff to develop annual budgets for the assigned entities; the level of detailed involvement in developing budgets varies in relation to the needs of the managers and staff of the entity.
- Work with managers and staff and monitor current annual budgets against actual revenues and expenditures on an ongoing basis.
- Monitor the cash position of each assigned entity on a regular basis.
- Complete periodic and annual reporting to governments as required.
- Assist external auditors as required.
- Answer questions concerning payroll, accounting and financial policies and procedures.
- Keep up-to-date with accounting changes and industry developments.
- Conducts special projects as assigned.
- Ensure the strict confidentiality and privacy of financial reports.
- Attend internal management and staff meetings.
- Perform other tasks within the scope of the position, as assigned.



Metlakatla Development Corporation

Qualifications:

- Undergraduate degree in accounting or business and coursework to the 4th or 5th level of the CGA or CMA program.
- At least 3 years of experience in a senior accounting role.
- Experience with full-cycle accounting.
- Knowledge and understanding of fund accounting and federal and provincial government programs and reporting requirements.
- Experience using accounting software (e.g., Sage and Adagio).
- Strong budget skills.
- Excellent communication skills, both verbal and written.
- Accuracy and attention to detail while working under tight deadlines.
- Comfortable communicating with various types of individuals.
- Good interpersonal and customer service skills.
- Good team player.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Ability to follow through and complete overlapping projects.
- Ability to develop a high level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Open to learning and being part of a dynamic team.

Work Conditions

- Busy office setting.
- Manual dexterity is required to use desktop computers and peripherals.
- Interacts with the public at large.
- Sitting for long periods.
- Repetitive work.

Core Competencies

- Financial Accounting & Reporting
- Management Accounting
- Financial Management & Planning
- Customer Focus and Quality Orientation
- Time Management and Problem Solving
- Accountability and Dependability
- Decision-making and Judgement
- Office-based software
- Ethics and Integrity
- Planning and Organizing
- Communication and Teamwork
- Energy and Stress

Submission Deadline:

- March 14, 2025; afterwards, open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: hr@metlakatla.ca