



## *Career Opportunity*

### **Accounting Clerk**

Posted December 17, 2021

#### **ABOUT COWESSESS VENTURES LTD.**

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Cowessess Ventures Ltd. is the economic development corporation responsible for overseeing the Cowessess First Nation business entities and partnerships. The corporation actively manages two retail gas stations and a renewable energy facility, leases a building and is actively developing land holdings and utility scale energy projects. By overseeing new and existing business pursuits in diversified sectors, Cowessess Ventures brings economic prosperity and vibrancy to Cowessess First Nation and its members.

#### **JOB DESCRIPTION**

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Under the direct supervision of and directly reporting to the Financial Controller, the Accounting Clerk will be responsible for a large number accounting, financial and administrative duties. The successful candidate will possess knowledge and experience which will enable the duties to be carried out efficiently and in a timely manner. This position is part of the finance team and falls under the Little Child Holdings Limited Partnership business entity.

#### **GENERAL RESPONSIBILITIES**

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- Maintains the books of account for the various business entities;
- Processes and maintains the Accounts Payable transactions for the business entities;
- Processes and maintains the Accounts Receivable transactions for the business entities
- Ensures that administration and financial policies and procedures are being followed;
- Is familiar with and can monitor and maintain the accounting procedures/practices and internal controls of the business entities;
- Ensures that all transactions are being carried out in accordance with the directions of the Board (policies), established processes and procedures and the terms and conditions of agreements and contracts as applicable;
- In conjunction with the Financial Controller, assumes operational responsibility for accounting and finance matters including:
  - Maintenance of a chart of accounts for all business entities and projects as required;
  - Posting to and reconciling the banks and subsidiary modules on a monthly basis;
  - Ensuring posting has occurred and the general ledger is up-to-date on a monthly basis;
  - Preparing periodic financial reports, reconciliations or analyses for review by the Financial Controller;
  - Managing and reconciling vendor accounts payable and customer accounts receivable (as required) on a monthly basis;
  - Ensuring that up-to-date vendor, project and accounting files are maintained, including payment invoices, summaries and information files;

- Processing payroll and assisting with payroll administration including account reconciliations (such as T4's) as required;
- Administrating the staff benefit plans including account/plan maintenance and reconciliations, calculations and analyses;
- Performing administrative tasks such as document preparation and control, mail processing, procurement, inventory tracking, pick up and delivery and analyses; and
- Performing other duties related to the administrative and financial operation of the business entities as required.

## QUALIFICATIONS

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- Must possess a minimum two-year Accountancy or Business Administration Diploma.
- Consideration may be given to those possessing accounting/finance training with a minimum of five years' relevant experience.
- Must have a minimum of three years' experience in a related position.
- Must have an excellent working knowledge of and skill in Sage 300 software.
- Must have experience in and an excellent working knowledge of payroll and benefits administration.
- Must demonstrate skills in PC software applications, specifically the MS Office programs (Excel and Word).
- Must demonstrate excellent organizational, interpersonal and communication skills (both oral and written).
- Must be bondable.
- Must be able to interpret and apply policies and procedures when performing assigned tasks.
- Must be able to maintain sensitive and confidential information.
- Must be able to perform duties independently without close supervision.
- Must be able to organize material and present information clearly and concisely in verbal and written form.
- Must be an organized, enthusiastic and professional person who is self-motivated, flexible and adaptable.
- Must be able to establish and maintain effective working relationships with colleagues (including those at Cowessess First Nation), service providers and partners work as a member of a team.
- Must have a valid Saskatchewan driver's license and reliable vehicle and meet CVL's insurance requirements.
- Must have a clear and current CPIC (Canadian Criminal Records Check).
- Must be able to work flexible hours as required.

## ASSETS

- Knowledge and skills in payroll software and processing, time capture applications and employee benefits administration.
- Experience and knowledge gained from working at a First Nation, a First Nation organization (such as a Tribal Council) or a First Nation business entity.



## OTHER INFORMATION

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- The salary will be based on qualifications and relevant experience.
- The position is located at the Cowessess Urban Office at 107A Albert Street in Regina.
- Some travel will be required and reimbursement will be available as per the applicable policies.

**Deadline for applications is 4:30 PM on Friday, December 31, 2021.**

To apply, please submit your resume and cover letter along with three (3) references. The cover letter should outline your interest in this position and the skill set you bring to the position. Send applications to:

Cowessess Ventures Ltd.  
107A Albert Street  
Regina, Saskatchewan  
S4R 2N3  
Fax: (306) 522-5559  
Email: [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com)

For more information regarding this opportunity, please contact Kathryn Dalsgaard, Financial Controller at [kathryn.dalsgaard@cowessessfn.com](mailto:kathryn.dalsgaard@cowessessfn.com) or at (306) 227-8087.