Heiltsuk Tribal Council

EXTERNAL JOB POSTING

Job Posting No. 016.2026

Fund Accountant

ABOUT THE OPPORTUNITY

The primary responsibilities of a Fund Accountant is to perform technical accounting assignments within a prescribed Fund Accounting System/Financial Management System and to review accounting records to ensure compliance with regulations and procedures for funding/contribution agreements and other related revenue producing contracts. Fund Accountants are responsible for the calculation and verification of entries and related records and for preparing and issuing documents and reports related to fund accounts such as account statements, cash flow/revenue analysis reports, and other financial statements; work includes processing a variety of source documents (electronic and paper) to ensure processing that accurately reflects revenue intake and associated accountabilities. Work also involves administering related financial documents and records for the employer. A key element of success is knowledge of financial accounting theories and applications of GAAP, and business-related software such as XynTax and Excel reports. Other important factors include the development of an awareness and knowledge of reference people and materials to assist in addressing problems, challenges and issues; references will also include contracts, legislation, government agents, written policies, procedures and guidelines, and manuals and reference handbooks. Other related duties as required.

ABOUT YOU

You are a professional, ethical and responsible individual who ensures confidentiality of information, and adheres to policies and procedures, and works with other employees and department and division heads to form a positive and supportive team atmosphere. You possess good interpersonal skills including good listening skills to listen to requests for information and to ask questions to gather all necessary information ensuring understanding for accurate processing of requests. You have good written and verbal communication skills and are comfortable communicating with department representatives from any department, and you are able to exercise sound judgment within policy guidelines. Your other attributes include information gathering and organization skills, good coordination and planning skills, and the ability to develop workplans and maintain schedules associated with deliverables to keep your work on track. ***Your competencies include:***

- Privacy Protection
- Building Partnerships
- Communication
- GAAP
- Apply Rules/Policy
- Analysis
- Planning/Coordinating
- Organization
- Reporting

YOUR ESSENTIAL SKILLS INCLUDE

- Grade 12 high school diploma
- Completion of a Certificate/Diploma in Accounting or Financial Management
- Six years' work experience in an office environment including;
    - Experience with revenue accounting tasks
    - Experience with revenue accounting practices and concepts
    - Experience with GAAP and accounting standards
    - Experience working with government regulations
    - Experience working with privacy protected information
    - Experience coordinating revenue accounting inputs/outputs in an organization

- Experience with filing systems and record keeping
- Good documentation skills (includes business documentation)
- Good interpersonal skills and ability to interact well with employees and agencies/regulators
- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability
- Good communication skills (written and oral); ability to listen and to understand and ask questions for clarification
- Proficient computer skills and able to use MS Office Suite applications
- This is a position of trust, and the ability to obtain and maintain a satisfactory completion of a Police Information Check (criminal records) is required.
- Ability to maintain a Valid BC Driver's License & satisfactory driver's abstract

The following are considered assets:

- Bachelor's Degree in Accounting
- Completion of the 3rd level of a professional accounting designation
- Previous experience working in an MRP or ERP systems environment
- Experience working with deferred revenue concepts and practices
- Experience working with the Xyntax system
- Previous First Nation's revenue/fund accounting experience

We recognize the value of diverse educational experiences including cultural, academic, work, and lived experience. We encourage those who closely match the qualifications listed to apply. ***Heiltsuk members and Indigenous applicants are encouraged to apply.***

ABOUT THE COMPENSATION

The rate of pay is ***$30.00 - $35.00*** per hour, pending education and experience. This employee will work a regular schedule of 37.5 hours per week, Monday to Friday from 8:00 a.m. to 4:30 p.m. and on occasion will work a flexible schedule that includes evenings and weekends, as approved by the manager. In addition to training opportunities, other benefits include a comprehensive group health benefits package, and time off awards.

HOW TO APPLY

Please submit your application to:

Human Resources Recruitment
Heiltsuk Tribal Council
jobs@heiltsuk.ca

External Posting Closes: When Filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge.

Please identify in your email subject line that you are applying to "016-2026 Fund Accountant."

We thank all individuals for applying, but only those applicants selected for an interview will receive a reply**.**