

**Leq'á:mel First Nation**  
**Job Description**

**Accountant**

**Reports To: Band Manager**

The Accountant provides the complete accounting duties to the administration under the direction of the Band Manager.

**Duties:**

1. Communicate effectively in the work environment; carry out written and verbal instructions; communicate with management. Respond to **financial** inquiries.
2. Maintain and ensure that there is an efficient and accurate financial filing system.
3. Perform **Accounts Payable** bookkeeping tasks for all programs:
  - Receive invoices and analyze for accuracy
  - Preparation of cheque requisitions for approval
  - Data entry the cheque batch through the Accounts Payable. Ensure correct account numbers before batches are posted to the General Ledger.
  - Ensure the expense account number and cheque number are on the invoice or cheque requisition.
  - Print the computer cheques
  - Submit the batch to the Band Manager for approval
  - Submit cheques for signing
  - File the invoices and cheque requisitions by the month and the cheque number
4. Perform **Accounts Receivable** bookkeeping tasks for all programs:
  - Receive the Cash Receipts Journals sheets from all departments
  - Date entry the payments to the appropriate Accounts Receivable or journal entry directly to the General Ledger **by the 10<sup>th</sup> of each month.**
  - Print out the tenant reports or reports and submit them to the appropriate manager to check for accuracy.
5. Administer the Electronic Business Banking (Pre-authorized Rents).
6. Review bank statements prepare and post any new entries. Complete the Bank Reconciliation on a timely basis.
7. Maintain an accurate General Ledger with the Band Manger.
8. Print monthly reports and monthly financial statements and submit them to the Band Manager, as soon as the Bank Reconciliation is completed.
9. Ensure that all the requirements of the quarterly reports and of the annual audit are met.

16. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.

17. Conduct all other relevant duties as requested by the Band Manager Band Administrator.

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Employee

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Date