



**Ka Ni Kanichihk Inc.
Employment Opportunities – Full Time (40 hours per week)
Program Accountant**

Ka Ni Kanichihk Inc. is a nonprofit, community based; Indigenous-led human services organization that provides a range of Indigenous identified programs and services that focus on the wholeness, wellness and that builds on the strengths and resilience of Indigenous People.

About The Role

Reporting to the Finance Controller, the Program Accountant will be responsible for maintaining the books and records of a large number of programs including all processing, budgeting, accounting, reconciliations, and reporting. The Program Accountant will also be responsible for assisting the Finance Clerk with payroll processing as well as assisting the Finance Controller with preparation of the year-end audit working papers and drafting of the financial statements.

What You Bring

- Professional Accounting designation: CPA, CA, CMA, CGA
- 4+ years' experience working in accounting, ideally in the non-profit sector
- Proficiency with Microsoft Dynamics GP software
- Proficiency with Microsoft Office Suite (particularly spreadsheets)
- Proficiency with accounting, budgeting, control and reporting systems
- Strong working knowledge of Generally Accepted Accounting Principles
- Knowledge of Accounting Standards for Non-profit Organizations is an asset
- Effective attention to detail and a high degree of accuracy are essential
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies

Ka Ni Kanichihk is committed to achieving employment equity; therefore candidates are encouraged to indicate in their covering letter if they are of Indigenous ancestry.

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Check, valid driver's license, access to a vehicle and a clear driver's abstract.

Here's a sample of the many benefits Ka Ni Kanichihk employees enjoy:

Comprehensive Benefits including Health and Dental • Long-Term Disability • Life Insurance • Employer Contributed RRSP • Employee and Family Assistance • Training and Development opportunities • Free on-site parking • Employee appreciation events •

To Apply:

A review of applications will begin immediately with a closing date of Friday, March 13, 2019 at 4:30 pm. Please send a cover letter and resume to:

Human Resources Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, Manitoba R3A 0B6
E-mail: HR@kanikanichihk.ca

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.