



## **JOB POSTING - MCC ACCOUNTING OPPORTUNITY**

Musqueam Capital Corp ("MCC") is growing and adding to their administrative team.

We are looking for an organized and driven Intermediate Accountant to join our growing team at our company. The Intermediate Accountant position will be reporting to the Accounting Manager and will work closely with our other accountants and operations personnel and handle day-to-day bookkeeping. MCC is the economic arm of the Musqueam Indian Band and are looking for a passionate individual to join our accounting team to support management's decision-making.

### **Job Knowledge & experience:**

- Minimum of 5 years experience in accounting
- Proficient in the use of accounting systems
- Extensive knowledge of Canadian GAAP
- Advanced computer skills in MS Office, accounting software and databases
- Excellent organizational, problem-solving, project management and communication skills
- Ability to multitask
- Ability to communicate with other accounting team members

### **Responsibilities:**

- Assist Accounting manager performing monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary
- AP and AR for multiple Musqueam companies (entering invoices, approvals, cheque runs, vendor statement reconciliations, follow individual entity specific procedures)
- Daily cash reports and cash forecasts
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis
- Assist Accounting Manager in special projects/reports

### **Training:**

MCC will provide financial assistance for successful completion of preapproved relevant job related courses.

### **Working conditions:**

- This position is based out of the MCC office (ability to work from home)
- Successful Criminal Record Check

### **Closing date for application:**

Please submit your application to Caroline Thomas ([MCCinfo@musqueamcapital.ca](mailto:MCCinfo@musqueamcapital.ca))

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

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