

	JOB POSTING
	Intermediate Accountant Department: Economic Development Reports to: Controller – Retail and Services

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview

The intermediate Accountant is responsible for full-cycle bookkeeping, financial reporting and related administrative functions for the We Wai Kai Nation Economic Development Department. This role ensures that the accuracy and integrity of financial information, supports budgeting and audit activities, maintains organized financial administrative systems, and contributes to the smooth daily functioning of the Nations Economic Development Department.

Reporting to the Controller of Retail and Service, the Intermediate Accountant will work closely with the Economic Development Finance Team, external partners to support funding requirements, reporting obligations, and the overall financial health of the We Wai Kai Nation. The role requires professionalism, cultural sensitivity, strong organizational abilities, and a commitment to confidentiality.

Key Responsibilities

Financial Management & Bookkeeping

- Record financial transactions, including accounts payable and receivable, payroll, and journal entries
- Maintain accurate and organized financial records for all Nation operations
- Process invoices, vendor payments, staff reimbursements, and bi-weekly payroll
- Reconcile bank accounts, credit cards, and general ledger accounts
- Manage client billing processes and funding allocations; ensure accuracy and timely reporting
- Prepare T4s, T4As, ROE's and other statutory filings for authorization by senior finance staff
- Ensure expenditures are authorized according to the Nation policies
- Strong understanding of bookkeeping principles, financial reporting, budgeting, and audit processes, including preparation of month-end, year-end, and audit documentation
- Proficiency in accounting software (Adagio, PayDirt, Sage 50, Dayforce) and Microsoft Office applications
- Strong organizational skills with exceptional attention to detail and the ability to exercise sound judgment

- Ability to work independently, prioritize competing demands, meet deadlines, and adapt to shifting priorities
- Demonstrated ability to work effectively as part of a diverse team of clinical and administrative professionals, with strong interpersonal and communication skills and a commitment to confidentiality
- Demonstrated experience working with Indigenous communities and an understanding of Indigenous governance, values and protocols
- Ability to support traditional healing practices and cultural protocols, and willingness to engage in ongoing learning related to cultural safety, reciprocity, and relationship-building
- Ability to communicate with empathy, humility, and respect in all interactions
- Must have a valid BC Driver's License as there is occasional travel to entity locations including Quadra Island.

Qualifications

Education & Experience

- Diploma or degree in business administration or a related discipline
- Working knowledge of federal, provincial, and local contexts within which economic development is conducted
- Working knowledge of financial statements and reports
- Experience with within a First Nation community or Indigenous organization is preferred
- Strong interpersonal skills with the ability to build relationships and collaborate with staff, community members, leadership, and external partners
- Excellent written and verbal communication skills
- Advanced working knowledge of MSOffice Suite
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Superior communications, human relations, motivational, and organizational skills
- Flexible work practices – to lead, to work independently, and to cooperate as a team member, in a personally and professionally demanding and dynamic position
- Ability to work in a dynamic and changing environment
- Clean criminal record [relevant to the position]
- Positive and respectful outlook towards their job and other employees
- Adherence to the workplace rules and policies of the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance.

Confidentiality and Compliance:

- Handle confidential information with discretion and ensure compliance with all relevant policies and regulations.
- Maintain confidentiality of all financial and economic development-related matters.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Working Conditions:

This position is nominally scheduled to work Monday to Friday dayshift 8:30am - 4:30pm with flexibility and additional time to deliver its leadership mandate as required during time-sensitive month-end reporting and deadlines. Works independently and collaboratively inclusive of regular supervision.

Compensation

Job Type: Full time. Permanent

Hourly Wage: \$ 33.00 to 36.00 per hour

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions from 5% to 9%

How to Apply:

If you are interested in applying for this role, please submit your resume and cover letter to careers@wewaikai.com.

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.