



**Mamu
Tshishkutamashutau
Innu Education**

**JOB POSTING
ACCOUNTING MANAGER
1 FULL-TIME PERMANENT POSITION
FOR THE MT-IE BOARD OFFICE**

Job Summary

Reporting to the Director of Finance, the Accounting Manager is responsible for the effective management of the daily accounting operations, including supervising staff, ensuring efficient workflow, and adhering to policies and procedures.

Key Skills & Responsibilities

Operations:

- ☐ Manage the full cycle accounting process and maintain a system of controls over accounting transactions
- ☐ Supervise the daily operations of the Finance Department, including the Purchase Order Process, Payroll and Accounts Payable
- ☐ Ensure operating timelines and payment schedules are met – payroll is processed and payables are paid in a timely manner
- ☐ Lead the month-end financial close process
- ☐ Lead year-end financial procedures and liaise with external auditors
- ☐ Provide input in the development and implementation of finance operational guidelines, policies and procedures
- ☐ Support the implementation of new accounting software

Financial Management:

- ☐ Ensure that transactions are properly reviewed and recorded in accordance to MTIE policies and Public Sector Accounting Standards
- ☐ Maintain and reconcile general ledger and bank accounts, ensuring accuracy in financial records
- ☐ Assist in the budgeting process and monitoring actuals against budgets
- ☐ Assist in the timely preparation of monthly financial reports

People Management:

- ☐ Lead, mentor, and develop accounting staff, fostering a collaborative and high-performing team environment
- ☐ Evaluate the performance of finance staff as per established process, providing coaching and constructive feedback
- ☐ Plan staff leaves to ensure adequate coverage and minimal service disruption

Qualifications:

- ☐ Degree, diploma or certificate in Business, Accounting, Finance or related discipline
- ☐ Minimum of 5 years of progressive accounting experience
- ☐ A professional accounting designation is considered an asset
- ☐ Strong ability to perform and provide guidance on diversified accounting functions
- ☐ Excellent ability to effectively organize the workload of finance team members
- ☐ Strong leadership and management skills
- ☐ Ability to successfully and periodically undergo an appropriate criminal records review and vulnerable sector check

Salary: To commensurate with qualifications.
Closing date: Open until filled
Competition Number: MT-IE 004-2024

Please send resume, references and quote competition number to:

Rena Penashue, Director of Human Resources
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