



## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Accounting Manager  
**Location:** En'owkin Centre, Penticton, BC  
**Term:** Permanent Full-time (Monday – Friday, 35.0 hours per week)  
**Application Deadline:** Open until position has been filled

Working in a well-established not for profit aboriginal controlled organization you will be responsible for providing financial support to the EN'OWKIN CENTRE, Theytus Books Ltd., its programs, universities and colleges with which we affiliate.

**Duties and Responsibilities:** In consultation with the Okanagan Indian Educational Resources Society (OIERS) Board of Directors, Finance and Management Committee and senior managers:

- Prepare or co-ordinate the preparation of financial statements, summaries, and other financial management reports, including year-end procedures for audit.
- Prepare monthly and quarterly management reporting.
- Present financial statements and reports to the OIERS/Theytus Books Board Finance/Management Committee and to the full Board of Directors.
- Ensure compliance with accounting policies and regulatory requirements.
- Ensure the implementation of OIERS/Theytus Books Financial Management Policy and Procedures and provide advice to OIERS/Theytus Books Finance and Management Committee for needed changes to maintain current efficiency and effectiveness.
- Co-ordinate and direct OIERS financial budgeting and forecasting process with Board of Directors/Department Managers.
- Review/assist with project budget forecast updates with department managers.
- Assess current practices and procedures and make recommendations for improvements.
- Assist with OIERS annual business plan and subsequent annual budget.
- Notify and report to the OIERS/Theytus Books Board of Directors concerning any trends that are critical to the organization's financial performance.
- Participate in OIERS/Theytus Books Board Finance Management Committee meetings and in full Board meetings as required and support governance processes.
- Supervise/develop the work of direct team members to ensure proper execution of the finance function, recording of sales, banking, accounts receivable, accounts payable, benefits administration and inventory management.
- Complete and submit tax remittance forms, worker's compensation forms, and other government documents (i.e. annual reports)
- May perform the same duties of supervised employee or arrange for the work to be completed in their absence.
- Supervise administrative and casual/contracted administrative support staff.
- Assist in other related activities which promote and advocate for the CENTRE and its programs, as assigned by the OIERS/Theytus Books Board of Directors.

