



Unit B 4644 Adelaide St, Port Alberni BC V9Y 5M5 ph. 778-421-2663 fax 778-421-2664

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HFN Management LP is responsible for the management and operations of 6 limited partnership operations. The various businesses (Huu-ay-aht Group of Businesses or “HGB”) are located in the Bamfield area including the Huu-ay-aht village of Anacla, and throughout the territory of the Huu-ay-aht First Nations. HGB offices are located in Port Alberni and Anacla.

### **Job Summary**

The Senior Accountant reports to the Chief Financial Officer and is responsible for accurately and efficiently performing a wide variety of accounting duties in the finance department.

The Senior Accountant must be able to prioritize tasks and work both independently or as part of a larger team. The position requires a willingness to adapt to a dynamic work environment and new technology as well as the ability to deal with people sensitively and professionally at all times.

This is a full time, 6 month term position, with the potential to develop into a longer term or permanent position within the group of businesses.

### **Job Duties**

- Complete daily sales reconciliations
- Reconcile GL accounts
- Review the company’s accounting information to identify and resolve inaccuracies or imbalances
- Prepare statutory remittances (GST, PST, WCB, etc) and process payments
- Review and/or compile data for various reports, including monthly financial statements
- Assist in the preparation of annual operating budgets
- Prepare working papers for annual audits
- Provide additional support as needed in other areas of the Finance Department
- Occasional travel to Bamfield
- Maintain a high level of confidentiality in all interactions
- Present a positive and professional image of the organization

### **Qualifications**

- Strong analytical and accounting skills

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Minimum 2 years of accounting experience
- Post secondary education related to Finance or Accounting
- Proficient in Sage 50 and Microsoft Office programs (including Word, Excel, and PowerPoint)
- Excellent communication skills
- Ability to organize, plan and prioritize work
- Ability to work independently or as part of a team
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Ability to pass a criminal record check

HFN Management LP offers competitive compensation and career advancement opportunities.

We thank all applicants for their interest in this position: however, only those candidates selected for an interview will be contacted. Please email your covering letter and resume to [tracy.w@huuayaht.com](mailto:tracy.w@huuayaht.com) by fax at 778-421-2664 or drop off at Unit B 4644 Adelaide St, Port Alberni, BC V9Y 6N4. Closing date for this position is July 24, 2018 at 4:00 pm.

