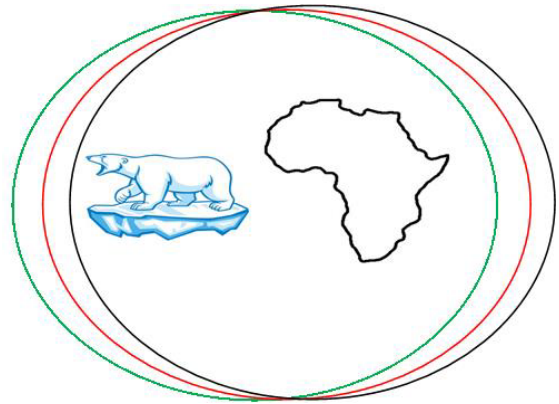


# AACA

ARTIC AFRO CULTURAL ASSOCIATION



## Finance Officer

### About Arctic Afro Cultural Association (AACA)

AACA is an organization committed to the success of our employees and clients. Our client base is built on strong, long-term relationships and this same mentality is reflected between AACA and our employees. We believe that great employees build a great organization, and we are committed to investing heavily in our team, providing them with job security, growth, and advancement. Reporting to the Director, the finance officer will join our growing team to help develop, improve, and expand processes and procedures as the company scales up.

### Duties/Responsibilities

- Conduct full cycle monthly accounting duties within accounts payable and accounts receivable
- Responsible for completing program payments, contract administration and reporting.
- Participate in the development and/or revision of program policies
- Collect and collate related data.
- Track and manage service provider files. Review & reconcile monthly funding payments and payment requests.
- Maintain reconciliations of GL accounts, credit cards and bank statements
- File monthly & quarterly taxes includes Sales Taxes
- Perform employee payroll preparation, submission and accounting

### Qualifications

- 2-5 years of accounting experience
- Accounting related post secondary education such as a certificate or diploma
- Ability to work independently and possess the initiative to identify problems and propose innovative solutions
- Experience with QuickBooks and/or sage Online considered an asset
- Intermediate Excel skills
- Strong analytical skills, accuracy and attention to detail
- Superior organizational and time management skills
- Excellent written and verbal communication skills

Job Type: Finance Officer, Sept 2023 to March 31, 2024

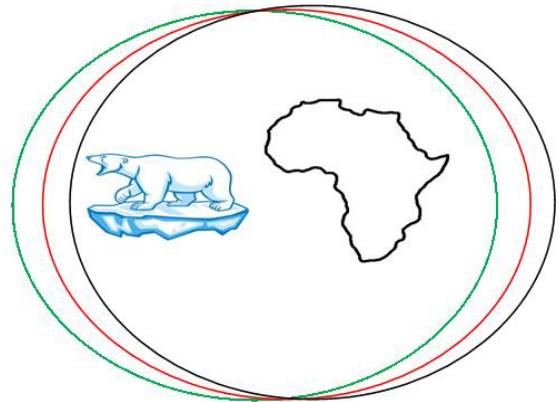
Salary: \$38/H

Interested? Please email [artic.afrocul@gmail.com](mailto:artic.afrocul@gmail.com) with a resume and covering letter.

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AACA is an equal opportunity employer. All applicants will be reviewed, but only those selected for an interview will be contacted. This is a position based in Hay River, NWT but we are open to applicants who want to relocate. You must have a valid Canadian work permit.

Application deadline: 2023-08-31

Expected start date: 2023-09-05