



Ta'an Kwäch'än Council

Employment Opportunity

Finance Officer

Regular Full-time

Salary: \$83,314.42 based on 35 hours per week (\$45.79) Step 1 of Step 5 range

TKC Wage scale *7 plus benefits and RRSP matching

Closing Date: Monday, January 5, 2026

Reporting to the Assistant Finance Manager, the Finance Officer is responsible for performing day to day financial service operations in accordance and compliance with all legislation and regulations, and within the parameters of policies of Ta'an Kwäch'än Council. Responsibilities include ensuring that all financial records and transactions are recorded accurately, preparing monthly bank reconciliations, reconciling balance sheet accounts, and maintaining the general ledger. It is also critical for this position to be completely cross trained on the Accounts Payable and Payroll and Benefits desks within the organization since this position often assists or fills in for these related positions.

Required Qualifications (what we look for on your resume)

- Accounting and/or Business-related coursework with a minimum 3 years' experience in accounts payable/receivable, and account reconciliations.
- Experience managing financial systems and software, including proficiency in Microsoft Excel.
- Working knowledge of accounting principles and practices (G.A.A.P) Generally Accepted Accounting Principles, and concepts.
- Experience preparing and submitting applicable remittances, month-end and year-end account reconciliations and reports
- Experience managing and maintaining funding agreements.
- Experience administering payroll would be an asset.

Required knowledge and skills (what we will assess):

- An understanding of accounting systems.
- Ability to operate and utilize ACCPAC or similar accounting software.
- Proficient in Excel, Microsoft Word, Outlook
- Ability to read and understand financial statements.
- Excellent organizational skills, ability to prioritize and multitask with minimal supervision
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Strong analytical, client service and interpersonal skills.

- Ability to deal with interruptions and changing priorities.
- Ability to prepare personal work-plan, assist in budgeting, follow the work-plan and budget.
- Ability to foster trust, acceptance with management, staff, colleagues and citizens and maintain confidentiality.
- Knowledge of history, culture, social structure in TKC, families, and the social conditions and social dynamics prevailing in the community.
- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution), and social issues affecting First Nations.

Conditions of Employment:

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance

As per the TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume, although we encourage all who may be qualified to apply.

We thank all those who apply, however, only those selected for further consideration will be contacted.

All submissions to: humanresources@taan.ca

Follow the link on the TKC website for a complete job description.