



Opportunity Profile

Accounting Associate

Peace Hills Trust

March 28, 2023

Company

Peace Hills Trust is Canada's largest and oldest First Nations owned federally regulated financial institution, and is also Canada's only independent Trust Company. Employing over 100 people, Peace Hills Trust provides personal and business financial services through a network of 9 Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is located in Edmonton, Alberta.

The Opportunity

We are looking for administration and support experience in accounting processes that will ensure excellent service standards, respond efficiently to internal and external stakeholders and maintain high level satisfaction in compliance with accuracy and efficiency.

The **Accounting Associate** position is **located in Edmonton, Alberta**. The role provides clerical, accounting and general offices duties for the company's Accounting Department, working under the supervision of the Accounting Services Supervisor. Adhering to company policy, procedures and processes, you are required to exercise judgment, set goals and priorities, and schedule work to meet the requirements and interests of the company and its' vendors.

The role will provide an opportunity in improving your communication skills, gain valuable insight to financial customer service processes, build stronger relationships and ultimately establish our reputation as a company that provides excellent customer support with potential leading into future growth and career opportunities within the company.

Responsibilities:

- Responsible for all aspects of accounts payable
- Process and maintain all bank accounts operated by and for the use of Peace Hills Trust
- Enter all accounts receivable and payments received
- Prepare, post, and maintain all journal entries
- Code all GST and record; reconcile GST receivable
- Assist in processing term deposits for the Deposit Agency dept. as required
- Other duties as requested by the Manager of Finance or Supervisor, Accounting Services

The Ideal Candidate

To be successful in this role, you must have strong communication skills, should have the ability to work independently, have the ability to multi-task, be able to work well under pressure, highly dependable and be a team player.

Basic understanding of accounting processes and transaction processes; including administration support and strong attention to detail.

Qualifications:

- Minimum High School Diploma or General Equivalency Diploma
- 1-2 years administrative / data entry experience
- Proficient in Microsoft Office environment (Word, Excel)
- Experience with Great Plains accounting software is considered an asset

To be considered for this exciting opportunity, please forward your resume to or download your resume via link:

Human Resources

Phone: 780.421.1606

Email: human.resources@peacehills.com

We appreciate the interest of all applicants however only those selected for consideration will be contacted.

Closing Date: April 7, 2023