

## Senior Accountant

Inuvialuit Regional Corporation

### Position Description: Senior Accountant

#### **General**

Reporting to the Controller, the Senior Accountant provides support to processes managed by the accounting department leadership team and assists with various special projects undertaken by the ICG accounting team.

#### **Specific Responsibilities**

##### **Leadership**

- Provides a professional example to all members of the Inuvialuit Corporate Group through diligent work habits, positive attitude and ethical behaviour.
- Contributes to the strategy and direction of the enterprise as requested.

##### **Accounting Reporting**

- Responsible for the completion and analysis of monthly Income Statement Reports;
- Responsible for the completion and analysis of monthly Balance Sheet Reconciliation;
- Provide support for Controller through quarterly consolidation;
- Provide support for Controller through annual budgeting process.

##### **Accounting Process Support**

- Responsible for the bank reconciliation process, corporate card reconciliation process, purchase order system and processes;
- Responsible for GST/HST returns;
- Responsible for review of bill back, cash clearing, and intercompany accounts;
- Responsible for balancing and paying intercompany account amounts monthly;
- Provides back-up and support for annual audits as requested;
- Provides support and coverage for the Senior Accountant – Contribution Agreements as required.

##### **Special Project Support**

- Works with the Controller and Senior Accounting Manager on various projects;
- Assists with the tracking and monitoring of the physical asset inventory for the Inuvialuit Corporate Centre.

##### **Advice and Support**

- Provides advice and support to the Controller, as appropriate.
- Ensures reports, proposals and initiatives are well developed and supported when presented to subsidiary business managers and/or IRC executive leaders or Board Directors.

##### **Assimilation**

- Demonstrates flexibility and adaptability in a constantly changing environment.
- Adopts an abiding interest in the advancement of Inuvialuit employment, culture, and interests.
- Performs other duties as assigned.

## **Reporting Relationships**

Reports Directly to:            Controller  
Supervises:                      0 Staff initially