

## **SENIOR ACCOUNTANT**

### **GENERAL DESCRIPTION**

The Senior Accountant is a full-time professional position in the accounting department. The Senior Accountant will provide support in all aspects of the financial administration of Weechi-it-te-win Family Services.

The Senior Accountant will maintain up to date financial and accounting records, including but not limited to maintaining the general ledger, bank reconciliations, prepares journal entries, monthly financial reports, government reporting, and annual audit preparation

The Senior Accountant will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the important of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-Win Family Services.

The Senior Accountant will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Senior Accountant will develop culturally competent practice skills that are congruent to the unique need of the eight First Nations and to Weechi-it-te-Win Family Services.

### **RESPONSIBILITIES**

The Senior Accountant reports to the Director of Administrations

### **QUALIFICATIONS**

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings and a commitment to continue learning, participating and advocating during any opportunity provided by the Agency or Community.
2. A diploma in Business Administration from an accredited Community College; preferably CPA certification or working towards.
3. Experience preparing financial data for annual audit.
4. A minimum of 5 years experience in general bookkeeping and accounts payable in a not-for-profit government funded setting.
5. Experience with Sage 300 accounting software is an asset.
6. A minimum of 2 years experience in preparation and reconciliation of monthly financial
7. Valid Ontario driver's licence.
8. Ability to speak Ojibway is preferred.
9. Knowledge of the administrative structure and operations of Weechi-it-te-Win Family Services as well as the customs and traditions of the area First Nations.
10. Must provide a current acceptable Criminal Reference Check.

## CLASSIFICATION AND SALARY

\$93, 477.36 -\$110, 153.61

## DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

## THREE STEP HIRING PROCESS

**Step 1** (Internal) – An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

**Step 2** (Members of 8 First Nation Partners) – Please indicate on cover letter which community you are a member of.

**Step 3** – Open to the public

### Application must include:

- ✓ Cover Letter – sign and dated
- ✓ Resume
- ✓ Three references (one must be employment related) along with written permission to contact references.
- ✓ Indicate if you are a member of one of our eight affiliated First Nation partner communities.

- Applications submitted without all above required documentation will not be considered
- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

### Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065 Fax number: (807) 274-8435

[careers@weechi.ca](mailto:careers@weechi.ca)

## DEADLINE TO SUBMIT APPLICATION

**Step 1**(Internal) and **Step 2**(First Nation Partner Communities): April 28, 2026 -4:30 p.m.

**Step 3** (General Public): Open until filled. We will begin to take applications from the public on April 29, 2026, and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after May 11, 2026.