

OPPORTUNITY PROFILE

Bookkeeping Manager

About the Lesser Slave Lake Indian Regional Council

For more than 50 years, the Lesser Slave Lake Indian Regional Council (Regional Council) has served its member First Nations—Driftpile Cree Nation, Sawridge First Nation, Sucker Creek First Nation and Sawridge First Nation—by supporting collaboration among Nation leadership and delivering programs and services that advance community well-being. Regional Council delivers services that support education, health, child welfare, job and skills training, social development, communications, and research. Regional Council is also the governance body for the Lakeshore Regional Police Service, one of only three First Nations police services in Alberta.

Regional Council partners with the federal, provincial, and local governments, regional industries, and community leaders to ensure First Nations in the Slave Lake region are meaningful participants in decisions that affect their families and future generations. With growing environmental stewardship and political advocacy initiatives, Regional Council is dedicated to protecting the Treaty rights of its member First Nations and preserving their rich cultural heritage.

The Opportunity

Regional Council is looking for a full-time Bookkeeping Manager based in Slave Lake, Alberta. Central to Regional Council's financial stewardship and accountability initiatives, the Bookkeeping Manager reports to the Financial Controller and will support advanced accounting services, financial analysis, budget monitoring, grant administration, and financial reporting while ensuring compliance with organizational policies, funding agreements, and applicable accounting standards.

The Bookkeeping Manager provides day-to-day support for financial operations, including accounts payable, accounts receivable, general ledger maintenance, reconciliations, budgeting, and reporting. The position works closely with program directors and leadership to monitor budgets, track expenditures, support funding requirements, and contribute to sound financial decision-making.

This role requires a high degree of accuracy, professionalism, confidentiality, and relationship-building skills while supporting the Regional Council's commitment to serving Indigenous communities through responsible financial management and accountability.

Key Roles and Responsibilities

Financial Operations and Accounting Administration

Provide leadership and oversight for daily accounting operations to ensure financial transactions are processed accurately and efficiently.

Responsibilities:

- Maintain and reconcile general ledger accounts.
- Review and process accounts payable and accounts receivable transactions.
- Monitor cash flow requirements and support banking activities.
- Prepare and process journal entries and account adjustments.
- Reconcile bank accounts, credit cards, investment accounts, and other balance sheet accounts.
- Review financial transactions for completeness, accuracy, coding, and compliance with policies and funding requirements.
- Assist with month-end, quarterly, and year-end accounting processes.
- Monitor outstanding receivables and follow up on collections as required.
- Maintain accounting records and supporting documentation in accordance with organizational standards.
- Support continuous improvement initiatives related to financial systems, processes, and controls.

Budget Monitoring and Financial Analysis

Support organizational financial sustainability through ongoing budget monitoring, analysis, and reporting.

Responsibilities:

- Prepare budget tracking reports for management and program leaders.
- Work collaboratively with managers to review expenditures and forecast future financial requirements.
- Assist with annual operating and project budget development.
- Support multi-year financial planning and forecasting initiatives.
- Identify opportunities to improve financial efficiency and resource utilization.

Grant Administration and Financial Reporting

Ensure funding agreements and reporting requirements are administered accurately and effectively.

Responsibilities:

- Track expenditures against funding agreements and project budgets.
- Monitor funding use to ensure compliance with grant and contribution agreements.
- Prepare financial reports and claims required by government, Indigenous organizations, and other funding partners.
- Maintain supporting documentation required for audits and funding reviews.

- Help program managers to understand financial obligations and reporting requirements.
- Support preparation of funding proposals through budget development and financial information.
- Ensure financial records support accountability and transparency requirements.

Financial Compliance, Internal Controls and Audit Support

Support strong financial governance practices and accountability frameworks.

Responsibilities:

- Help maintain effective internal controls and financial procedures.
- Ensure compliance with organizational policies, funding agreements, and regulatory requirements.
- Support external audit preparation and coordinate documentation requests.
- Participate in internal reviews and process improvement initiatives.
- Assist with policy and procedure development related to finance and administration.

Administrative and Team Support

Provide administrative and operational support to strengthen organizational effectiveness.

Responsibilities:

- Prepare financial correspondence, reports, and presentations.
- Maintain electronic and physical financial records.
- Support meeting preparation through financial reporting and documentation.
- Assist with procurement administration and contract tracking.
- Participate in organizational projects and special initiatives as assigned.
- Contribute to a collaborative and respectful workplace culture that reflects Indigenous values and community priorities.

Success Measures

Success in this role will be demonstrated through:

- Accurate and timely financial reporting.
- Effective budget monitoring and variance management.
- Strong compliance with funding agreements and reporting obligations.
- Positive audit results and financial accountability outcomes.
- High-quality support to management and program teams.
- Continuous improvement of financial processes and controls.
- Strong working relationships with internal and external stakeholders.

The Person

Qualifications and Education Requirements

- Diploma or degree in Accounting, Finance, Commerce, Business Administration, or a related discipline.
- Progress toward or completion of a professional accounting designation (CPA) is considered a strong asset.
- A combination of experience and education may be considered.
- Minimum 5–7 years of progressively responsible accounting experience.
- Experience in a not-for-profit, Indigenous organization, government, or public-sector environment is preferred.
- Experience managing multiple funding sources, grants, and contribution agreements.
- Experience preparing financial reports, reconciliations, and budget analyses.

Knowledge, Skills & Attributes

- Strong understanding of accounting principles and financial reporting practices.
- Knowledge of budgeting, forecasting, and financial analysis.
- Experience with funding agreement administration and reporting.
- Understanding of internal controls and audit requirements.
- Knowledge of Indigenous governance environments and funding structures is considered an asset.
- Advanced financial analysis and problem-solving skills.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Effective written and verbal communication skills.
- Ability to explain financial information to non-financial audiences.
- Strong proficiency with Microsoft Excel and financial software systems.
- Ability to prioritize competing deadlines.
- High level of integrity and professionalism.
- Sound judgment and decision-making ability.
- Respectful, collaborative, and service-oriented approach.
- Commitment to confidentiality and ethical conduct.
- Appreciation and respect for Indigenous cultures, traditions, and communities.

Express Your Interest

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to jobs@lslirc.ca, indicating the job title in the subject line.

For more information, visit www.lslirc.ca.