



Missanabie Cree Business LP

553 Queen Street East
Sault Ste. Marie, Ontario
P6A 2A9
(705) 575-2188

JOB TITLE	:Senior Accountant
DEPARTMENT	:Administration / Finance
JOB TYPE	:Permanent Full-time
REPORTS TO	: Chief Financial Officer
LOCATION	: 553 Queen St. East, Sault Ste. Marie, Ontario, P6A 2A3
SALARY	:\$70,000 - \$90,000 annually
WORK SCHEDULE	: 35 hours/ week, Monday - Friday
POSTING CLOSURES	:Open until filled

POSITION SUMMARY:

The Senior Accountant is a key member of the Missanabie Cree Business Corporation (MCBC) team, responsible for coordinating a wide range of financial activities and ensuring strict adherence to internal policies and external requirements. Supporting the CFO, this role safeguards the accuracy, timeliness, and transparency of all financial transactions across MCBC and its subsidiaries. The Senior Accountant upholds strong internal controls and provides essential support for effective operations, demonstrating exceptional attention to detail and sound judgment in managing financial matters.

KEY RESPONSIBILITIES:

Financial Operations & Oversight

- Maintain accurate general ledger entries and supporting documentation.
- Perform monthly, quarterly, and year-end reconciliations.
- Prepare journal entries and assist with financial close processes.
- Process accounts payable and accounts receivable functions as required.
- Maintain organized financial records in accordance with corporate document control standards.
- Support payroll coordination and tracking where applicable.

Budgeting, Forecasting & Performance

- Lead the development of annual budgets, multi-year forecasts, and financial plans.
- Monitor actual performance against budgets and forecasts and report variances.
- Identify cost-saving opportunities and efficiency improvements.
- Develop and track financial performance metrics and key indicators.

Financial Reporting & Analysis

- Assist in preparation of monthly and quarterly financial reports.
- Prepare supporting schedules and working papers for reporting.
- Analyze variances and provide explanations to the CFO.
- Support consolidation of financial data across subsidiaries and joint ventures.
- Assist in tracking key financial performance indicators.
- Support required Federal and provincial reports, i.e., HST remittances.



Missanabie Cree Business LP

553 Queen Street East
Sault Ste. Marie, Ontario
P6A 2A9
(705) 575-2188

Budgeting & Forecast Support

- Support preparation of annual budgets and multi-year forecasts.
- Monitor budget-to-actual performance and identify discrepancies.
- Assist departments with financial tracking and reporting requirements.
- Compile financial data to support strategic planning initiatives.

Audit & Compliance

- Assist with preparation of annual financial statements and audit schedules.
- Support coordination with external auditors and respond to information requests.
- Ensure compliance with accounting standards, tax regulations, and corporate policies.
- Maintain internal controls and assist in identifying control improvements.
- Support preparation of tax filings and regulatory submissions.

Joint Ventures & Subsidiary Support

- Maintain financial records for subsidiary entities as assigned.
- Monitor financial performance of joint ventures.
- Prepare financial summaries and reports for Board review.
- Ensure consistent accounting practices across entities.

CORE COMPETENCIES:

- **Financial Accuracy & Technical Proficiency**
Applies accounting principles and financial reporting standards, ensuring accurate documentation and transaction integrity.
- **Analytical Thinking & Problem Solving**
Interprets financial data, identifies trends, provides insights, and resolves discrepancies.
- **Organizational & Time Management**
Manages multiple deadlines and maintains organized records.
- **Compliance & Risk Awareness**
Keeps up-to-date with regulatory and tax requirements, supporting strong internal controls and risk mitigation.
- **Communication & Interpersonal Effectiveness**
Communicates clearly with all stakeholders and builds productive relationships.
- **Integrity & Confidentiality**
Handles sensitive information with discretion and upholds high ethical standards.



Missanabie Cree Business LP

553 Queen Street East
Sault Ste. Marie, Ontario
P6A 2A9
(705) 575-2188

QUALIFICATIONS:

- Legally entitled to work in Canada
- Diploma or Degree in Accounting, Finance, Business Administration, or related field
- Minimum 3–5 years of progressive accounting experience
- Solid understanding of Canadian HST/GST rules and payroll compliance
- Experience preparing year-end financial files, developing annual budgets, and conducting budget reviews
- Strong proficiency in QuickBooks Online; experience with Sage and other software is an asset
- Experience in multi-entity or Indigenous economic development environments is an asset
- Strong knowledge of accounting software and Microsoft Suite products
- Solid understanding of accounting principles and financial reporting standards
- Employment is contingent upon receipt of clear criminal records check and credit check
- Valid driver's license and access to a reliable vehicle (required)

CONSIDERED ASSET:

- CPA designation, or active pursuit of CPA, is preferred
- Certified Professional Bookkeeper (CPB) designation
- Payroll Compliance Professional (PCP) designation
- Experience with application integrations into QuickBooks Online
- Experience in a supervisory or mentorship capacity

WHAT WE OFFER:

- Competitive salary commensurate with experience and qualifications
- Group benefits, including pension
- Career advancement
- Collaborative, team-oriented work environment with a focus on work-life balance.
- Exposure to diverse client, JV partners and community members.

Interested candidates are invited to submit their cover letter and resume, along with three references, by email to Ma Cristina Awa-aw at ea_mcbc@missanabiecree.com.

Subject Line: Senior Accountant – (Your Name)