

Pictou Landing Band Office



6533 Pictou Landing Rd, Fisher's Grant., NS B0K 1X0
Ph: 902-752-4912 Fax: 902-755-4715

Job Title: Accounting Assistant
Location: Pictou Landing First Nation Band

Department: Finance and Accounting

Reports to: CFO

Pictou Landing First Nation is seeking an Accounting Assistant for a full-time term position for 6 months or longer to support the Chief Financial Officer in the preparation of Monthly Financial Statements along with supporting reports for Senior Directors / Managers and Chief and Council. There is a possibility of permanent full-time but there has not been a commitment to this thus far. This position comes with the prerequisite of both secondary training in accounting and at least a proven track record of a minimum of five years in accounting experience in both the service sector and retail.

The job entails all aspects of accounting or full cycle and requires working on site. The ideal candidate will have a knowledge of standard accounting software applications, a good knowledge of Excel, task driven, and working in a team environment.

Interested individuals please submit by mail to 6533 Pictou Landing Road, Fisher's Grant, B0K 1X0; or email katie.p@plfn.ca. Submit the following documents: your resume, cover letter, and salary expectations to the CFO before the deadline of September 30, 2023. PLFN offers a competitive salary and full benefits. No phone calls please. Only a selected number of candidates will be contacted.

Preference will be for Indigenous applicants but open to all qualified applicants.