



<https://onionlakehealth.org/careers/junior-accountant/>

Junior Accountant

Description

The Junior Accountant is responsible for supporting the day-to-day financial operations of the Healing & Wellness Department. This role focuses on maintaining accurate financial records, processing transactional cycles, and ensuring compliance with federal funding agreements, including Indigenous Services Canada (ISC) and the Saskatchewan Health Authority. Operating within a non-profit and public sector framework, the Jr. Accountant will utilize Xyntax financial software to manage and prepare monthly financial statements, complete program reconciliations, and assist program managers with budget variances and assist with year-end audit preparation.

Responsibilities

- Process accounts payable invoices, matching them to approved purchase orders and community program codes.
- Generate accounts receivable invoices, record incoming payments, and follow up on outstanding program balances.
- Maintain the general ledger by preparing and posting standard monthly journal entries.
- Track program expenditures against established budgets funded by Indigenous Services Canada (ISC) and other federal agencies.
- Monitor contribution agreements to ensure all expenses align strictly with eligible funding criteria.
- Assist Program Managers with budget variances by providing routine, accurate financial updates.
- Help prepare periodic and final financial reports for submission to federal and provincial funding partners.
- Execute day-to-day accounting functions within the Xyntax financial software framework.
- Ensure data integrity across data fields, keeping vendor, community member, and program accounts updated.
- Utilize software modules to generate balance sheets, income statements, and cash flow reports for management review.
- Assist in preparing working papers, balance sheets, and transaction histories for the annual external audit.
- Maintain adherence to local Financial Administration Laws (FAL) and general non-profit accounting principles.

Qualifications

- Diploma or Degree in Accounting, Finance, and/or Business Administration.
- Proven experience or certified training using Xyntax financial software is a mandatory asset.
- Minimum of 3 to 5 years of bookkeeping or accounting experience, preferably

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

26/08/2026

within a First Nations organization
or a non-profit organization.

- Hands-on familiarity with Indigenous Services Canada (ISC) funding tracking structures grants and contribution agreements is highly preferred.
- Intermediate proficiency with Microsoft.
- Exceptional accuracy in data entry and numerical filing processes.
- Strong verbal and written communication skills to collaborate effectively with Program Managers and leadership.
- Integrity and ability to manage sensitive, confidential community financial information.
- Understanding of First Nations governance systems, community structures, and socio-economic contexts.
- Respectful awareness of the historical realities affecting Indigenous communities, including the legacy of residential schools and the TRC Calls to Action.
- Understanding of localized cultural norms and treaty frameworks within Saskatchewan (Treaty 6).

Contacts

DEADLINE DATE: September 15, 2026

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to:

Human Resources

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