



# Saskatchewan Indian Gaming Authority

## Central Office

### Saskatoon



Job Title	# of Positions	Competition Information	Salary	Close Date
Senior Accounting Officer	1 Full Time (10 Month Term)	10-CO-F&A-18	Salary Under Review	September 16, 2010

**Sharing Success.....**through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

#### Statement of Competencies

**Education:** CGA/CMA/CA preferred, or close to completion, or equivalent education and work experience.

**Experience:** Must have 1-3 years experience with full cycle accounting and bookkeeping in a multi-entity and multi-currency environment.  
Experience with GST, WCB and other government remittance.  
Experience with auditing; month and year end reports.  
Experience with monitoring and reconciling multi accounts; and manage all aspects of compliance reports.  
Experience in coaching junior staff and regional site Finance Team as required.

**Knowledge:** Knowledge of SIGA's Mission, Vision, Guiding Principles.  
Knowledge of and respectful of First Nations culture, values, beliefs, traditions and protocols.  
Knowledge of accounting principles and theories.

**Skills and Abilities:** Working knowledge of Enterprise Resource Planning (ERP) systems, JD Edwards or other integrated software.  
Excellent working knowledge and/or experience in Excel and spreadsheets; familiar with formulas and macros.  
Must be well organized and results oriented.  
Must have proven written and oral communication skills.  
Must be a team player and team builder.  
Must be a self starter capable of working with minimal supervision.  
Ability to adapt; and thrive in change.  
Must have strong analytical skills.

**Personal Suitability:** Positive Attitude                      Honest                      Innovative  
Flexible    Trustworthy                      Discreet and Confidential

**Conditions of Employment:** Must consent to a background check in order to qualify for a Gaming License.  
Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA).  
Must be 19 years of age or older.

**Other Information:** Evening and weekend work may be required.  
Ability to meet deadlines.  
Sit for long periods of time.  
Willing to travel for operational need and possession of a valid driver's license.

**Main Duties:** Reporting to the Controller, the Senior Accounting Officer is responsible for reconciling accounts and providing detailed analysis in all areas of the accounting cycle while maintaining a high level of confidentiality. Responsibilities include: preparing reconciliation reports; Assisting with year end analysis and reports for auditing purposes; Prepare journal entries and enters monthly transactions; Assist Finance staff at the six casinos with revenue reconciliation as needed; Assisting in preparations of required accounting reports and information required by Saskatchewan Liquor and Gaming Authority (SLGA); Answering a variety of inquiries pertaining to supplier accounts; Other duties as assigned by the Controller, Assistant Controller and the Sr. Vice President of Finance Administration.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:  
**10-CO-F&A-18 Senior Accounting Officer**

**Please visit the Saskatchewan Indian Gaming Authority's website to apply online:**  
**www.siga.sk.ca**  
**careers**



**This competition may be used to create an eligibility list for any upcoming permanent full-time positions.**

**We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.**

