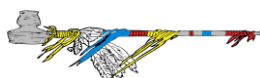
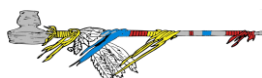


# Sturgeon Lake Resources Ltd.

Box 824  
Valleyview AB T0H 3N0  
Ph: 780-524-4595  
Fax: 780-524-4593  
E mail: [slresources@sturgeonlake.ca](mailto:slresources@sturgeonlake.ca)



Sturgeon Lake Resource Ltd is currently seeking a:

## FINANCE CONTROLLER

The Finance Controller is solely responsible for all accounting duties and financial functions for Sturgeon Lake Resources Ltd.

### Accounts payable:

Issue all purchase orders and enter invoices daily. Reconcile accounts to vendors' statements monthly. Prepare aged accounts payables listing for Board of Directors review weekly. Prepare payments approved by the Board of Directors. Respond to vendor inquiries. Maintain a filing system for all vendor transactions.

### Accounts receivable:

Prepare and submit customer invoices and billing material as approved in project contracts. Submit aged accounts receivable listing weekly for Board of Directors review. Ensure all receipts are deposited into the bank and correctly recorded in the company record. Maintain filing system for all customer transactions.

### Payroll:

Prepare bi-weekly payroll for all employees. Verify that all time sheets are approved by a supervisor and submitted by the payroll cut off dates. Ensure payroll complies with all the Canada Revenue Agency (CRA) and Alberta Employment Standards legislation and regulations. Collect all required information and forms from new employees and provide a Record of Employment and other required documents to former employees. Ensure that all deductions and payments are remitted to appropriate agencies by due dates. Submit Workers Compensation Board (WCB) Annual Return and other regulatory reports as required. Prepare T-4's and submit T-4 summary to CRA by the annual deadline.

### General Ledger and Financial Reporting

Manage the General Ledger, and prepare reconciliations and working papers for all accounts as needed. Verify that all accounts payable, accounts receivable and payroll entries are properly recorded in the General Ledger. Make adjusting entries monthly and enter auditor entries annually. Prepare Monthly Financial Statements for review and approval by the Board of Directors.

### Audit and Compliance

Supervise the annual audit and provide auditors with all documents requested. Review draft Financial Statements with the Auditors and the Board of Directors. Manage all regulatory inquiries and audits, including CRA Payroll and GST audits.

### Other Duties:

Cash Management and banking  
Budgeting/Forecasting  
Preparing all financial reports as required.  
Other financial and accounting duties as required.

### Education and Experience:

- Must have a minimum of a Bachelor's degree in accounting, finance or business.
- CPA, Professional Accounting Designation or Master's Degree preferred.
- Minimum of five years' experience as a Finance Controller or Finance Manager.
- Previous experience with First Nation businesses and governments.
- Previous public practice experience, conducting reviews and audits preferred.
- Public speaking and presentation skills required.
- Must have Class 5 Drivers License.
- Must have experience with the following: QuickBooks, Sage, Paydirt, Simply Accounting.

**Deadline:** July 9, 2020 @ 4:00 p.m.

**Term:** Full-time Permanent

**Salary:** Negotiable – Commensurate with related education and experience.

Submit your resume, cover letter, and references to the following:

Clyde Goodswimmer, President  
Darwin Hamelin, Vice-President

[stlchief@sturgeonlake.ca](mailto:stlchief@sturgeonlake.ca)  
[darwinh@sturgeonlake.ca](mailto:darwinh@sturgeonlake.ca)

Please note only those shortlisted will be contacted.