The Opportunity:

Senior Accounting Technician

The Organization:

Tajikeimɨk is the new and developing health and wellness organization leading health transformation on behalf of Mi'kmaw communities in Nova Scotia. In collaboration with Chiefs, Grand Council, and Health Directors, Tajikeimɨk will build on and evolve the health and wellness services and programs used by Mi'kmaw people in Nova Scotia; improve health service delivery; and strengthen coordination with Federal and Provincial health system partners—with the goal of improving overall health for Mi'kmaq and communities.

Elukuti'kw wjit naji-wlo'ltinenew utanminal. ~ We are working toward better health for all in our communities.

Position Overview:

Tajikeimɨk is seeking a Senior Accounting Technician, who is responsible for providing advanced technical accounting support, financial analysis, compliance oversight and practical financial management for complex grant-funded programs. Reporting to the Director of Finance, this role requires strong audit experience, sound judgement, and the ability to work across finance, program and operational teams to ensure accurate reporting, effective controls, reliable systems and consistent application of financial policies.

What you will do:

Specific responsibilities will include but will not be limited to:

- Lead month-end and year-end accounting activities, including reconciliations, reporting, and financial analysis.
- Manage grant accounting, compliance, reporting, and funding claims.
- Support audits and maintain strong internal controls and financial processes.
- Drive financial systems, reporting, and process improvement initiatives.
- Develop finance policies and provide training and guidance for staff.
- Administer procurement processes and collaborate with stakeholders to support organizational goals.
- Prepare and analyze financial statements and reports, ensuring accuracy and consistency with applicable accounting standards and funder reporting requirements.
- Plan, develop, administer and evaluate accounting systems and reporting processes, including integration with payroll, procurement and grant management systems.
- Interpret financial results and provide advice and recommendations to program managers and leadership on budget variances, funding utilization, financial risks and corrective actions.

What we are looking for:

- Strong knowledge of full-cycle accounting, financial reporting, account reconciliations, and financial analysis.
- Experience managing grant funding, restricted funding, contribution agreements, and funder reporting requirements.
- Experience preparing for and supporting audits, including the development of schedules, working papers, and supporting documentation.
- Knowledge of financial systems, procurement processes, internal controls, and process improvement initiatives.
- Excellent analytical, organizational, communication, and problem-solving skills, with the ability to explain financial information to diverse audiences.

Your qualifications:

- Post-secondary education in Accounting, Finance, Business Administration, or related field, or an equivalent combination of education or relevant experience.
- Minimum of 8 years of progressive accounting experience, including the development and implementation of financial policies, procedures, and internal controls.
- Experience working in a non-profit, Indigenous, government-funded, or grant-funded environment.
- Strong knowledge of payroll, accounts payable, accounts receivable, budgeting, procurement, and financial management processes.
- Excellent written and verbal communication skills, with the ability to effectively communicate financial information to a variety of audiences.
- Advanced proficiency in Microsoft Excel and financial reporting systems.
- Valid driver's license and willingness to travel throughout Nova Scotia.
- Current Criminal Record Check and Child Abuse Registry Check.
- Knowledge and support of Tajikeimɨk's vision and mission, with a personal commitment to advancing Mi'kmaw health and wellness through self-determination.

Location: Millbrook or Membertou, NS with the possibility of a hybrid or home working model
Closing: November 23, 2026
Position Type: 1-Year Fixed Term (with possibility of renewal)
Salary: Compensation will be discussed with shortlisted candidates and is commensurate with experience, qualifications, market benchmarks and internal equity.

Preference will be given to Mi'kmaw applicants. Tajikeimɨk is an equal opportunity employer and reserves the right to hire a qualified candidate of Mi'kmaw decent if all other qualifications remain equal.

Please email resume and cover letter in confidence to **careers@mhwns.ca**, citing "Senior Accounting Technician -Tajikeimɨk" in the subject line. To help us manage the recruitment process, *we are **only** able to accept applications received through this email.* We appreciate all expressed interest in the position; however, only candidates selected for interview will be contacted.