



STURGEON LAKE
resources ltd

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October 23, 2023

Sturgeon Lake Resources Ltd. is currently seeking a:

FINANCE

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

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.

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 the 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:

- Minimum High School Degree, associate degree or Diploma in Finance or any other related accounting discipline preferred.
- Minimum 5 Years experience in Open Invoicing Procedures
- Minimum of five years' experience with job duties as above
- Previous experience with First Nation businesses and governments considered an asset.
- Public speaking and presentation skills required.
- Must have Class 5 Drivers License.
- Must have experience with the following: Sage, Paydirt

Deadline: November 3, 2023 at 3:00 pm

Term: Full-time Permanent

Salary: Negotiable – Commensurate with related education and experience.

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

Email: slresources@sturgeonlake.ca

Attention: Board of Directors

** Please note only those shortlisted will be contacted. **