



Thunder Developments
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Title	Manager, Retro Petro (Saskatoon, SK)
Closing Date	Until Position is filled
Position Overview	Retro Petro is currently seeking a fulltime Manager. Retro Petro is a full service gas station and convenience store that was acquired by Thunderchild First Nation on April 1, 2016. It's located on the corner of 1135 Idylwyld Dr. North and corner of 33rd street in Saskatoon, SK. Retro Petro is currently a tax exemption store.
Responsibilities	<p><u><i>Desired Skills:</i></u></p> <ul style="list-style-type: none">• Self-motivated, strong attention to detail, ability to work independently• Ability to identify technical issues proactively and solve problems• Expertise in Sage 50 – Simply Accounting, Microsoft Word and Excel• Confidence when dealing with cash and cash outs• Experience working with both tax-exempt and taxed stores <p><u><i>Specific Duties & Responsibilities:</i></u></p> <ul style="list-style-type: none">• Charge of day-to-day operations, which can include inventory, employee scheduling, hiring and training, ordering and receiving supplies and offering promotions. Managers also create and meet budgets, maintain pumps and fuel supply and regularly report to company executives. Full cycle bookkeeping including data entry, reconciliations, tax filings, and financial reporting• CRA remittances and reports (payroll, GST, PST, T4, T4A)• Bi-weekly payroll (including EFT for payroll)• Daily cash flow update• Perform partial checks on the posting process
Requirements	The successful candidate has a valid class 5 drivers' license and is required to supply a satisfactory criminal record check. The ideal candidate will have a diploma in accounting/bookkeeping OR 1 st or 2 nd year CMA or CGA/CPA.
Job Status	Fulltime
Hours of Work	35 hours per week (hours and days of work may vary)
Start Date	2 weeks after suitable candidate if found
Application Information	We appreciate your interest; however, only those applicants selected for an interview will be contacted.

To apply, please submit a detailed cover letter and resume via email or in person to:

Kenneth Okanee Jr., Chief Executive Officer
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