

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Finance Clerk



Program/Dept: Administration
Reports To: Finance Manager
Type of Employment: Permanent full-time
Wage: \$25.44 - \$31.63 per hour (Level 4)
Hours of Work: 37.5 hours per week

Closing Date: Friday, June 2, 2023 4:00pm EST

Reporting to the Finance Manager, the Finance Clerk assists with various financial and administrative duties for Finance, the office and organization as a whole. This role works alongside the Senior Finance Clerk, Human Resources, Program Supervisors, and others in and outside the organization.

Qualifications

- Post-secondary certificate in related field and one (1) year experience in similar role OR High School diploma/equivalent with some experience in similar role
- Working knowledge of payroll and payables in computer accounting and databases
- Working knowledge of Adagio Accounting Package, for G/L, A/R, A/P or similar
- Working knowledge of Microsoft Office software and ability to learn various databases
- Financially literate to perform routine mathematical calculations accurately
- Working knowledge of general office procedures and general office equipment
- Ability to maintain attention to detail while multitasking with tight deadlines
- Understanding the importance of confidentiality, privacy and tact with financial and sensitive documents and information
- Assets: Work with a First Nation Indigenous organization, Adagio experience, driver's licence

Equivalencies that include a combination of education and experience may be considered.

How to Apply

Submit cover letter and resume addressing qualifications outlined

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website <https://www.nawash.ca/employment-opportunities/> or by call the Band Office at 519.534.1689

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- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**