



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Finance Clerk

Department: Administration
Program: Finance
Reports To: Finance Manager
Hours of Work: 37.5 hours per week

JOB PURPOSE

To provide various administrative and financial supports to the Finance Department.

KEY DUTIES AND ACCOUNTABILITIES

Clerical and Client Based

- Typing and/or photocopying, correspondence, minutes, reports as requested
- Management of incoming and outgoing mail for the Finance Department
- Assist with the organization of financial meetings
- Handle incoming calls to Finance, respond to financial inquiries, take messages and direct to appropriate personnel
- Responsible for assisting in the maintenance for the overall administration filing system of the finance program
- Provide information to clients with regards to finance and distribute requested forms when required
- Assist with rotation of files yearly to the Chippewas of Nawash Unceded First Nation archives
- Assist in the shedding of documentation according to guidelines, and maintains filing as per guidelines
- Keep Finance Manager apprised of any issues with regards to any clerical duties, finance or issues regarding client contact
- Maintain office supply requirements for the Finance program and other items as required
- Assist in scheduling of maintenance contractors for office equipment
- Provide administrative and technical support services to the office and organization

Financial Duties

- Assist in the preparation of monthly financial reports from recognized software of the day including invoice preparation and monthly reports for all CNUFN Programs
- Maintain and record accounts payable and any other payments to the Finance Department and all CNUFN Programs
- Assist and preparation with aspects of payroll including batches, cheque distribution, issuing ROEs where required and t4 slips, back up training and support for payroll system and timetrax
- Accurately input data into systems, to GL and assist with batch creation in current applicable software
- Process monthly "statements of accounts"
- Assist in preparing year-end documents and financial records for audits and accountants
- Preparation of cheques as approved by the Supervisor or Band Council
- Assist in backing up all financial computer programs and software on a weekly basis
- Assist in ensuring security of all financial documents
- Keep Supervisor apprised of any issues with regards to any financial duties or issues regarding financial matters

- Produce payment on accounts for the Chippewas of Nawash Unceded First Nation
- Assist in pension, benefit and CPP remittance

Other Duties

- Perform other duties as assigned from time to time by Finance Manager
- During periods of emergency in the community, perform duties required under Emergency Response Plan

REQUIREMENTS

Education and Experience:

- 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
- Experience working with a First Nation or Indigenous organization would be considered an asset

Knowledge, Skills & Abilities:

- Working knowledge of payables and payroll in computer accounting and database
- Working knowledge of Microsoft Office software and ability to learn various databases
- Working knowledge of Adagio Accounting Package, for G/L, A/R, A/P or similar
- 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
- Adagio experience would be considered an asset

Designations, Licences & Requirements:

- Recent acceptable Criminal Record Check
- Ontario Class G Driver's licence would be considered an asset
- Training and Certification in WHMIS 2015, Workplace Harassment & Violence Training, COVID-19 Health & Safety Training, Occupational Health and Safety Training for Workers, Health & Safety Overview

PROBLEM SOLVING & COMMUNICATION

- Ability to interpret policies, procedures, guidelines and manuals to assist in solving problems
- Strong verbal and written communication and customer service skills to create and maintain relationships with internal and external parties
- Understanding the importance of confidentiality, privacy and tact with financial and sensitive documents and information
- Conflict resolution skills for handling of difficult persons/situations

DECISION MAKING & IMPACT

- Follow predetermined policies, procedures and guidelines
- Work with minimal supervision and ability to use sound judgement for decision making when needed which may affect finances and or reputation of organization

SAFETY RESPONSIBILITIES

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- No direct reports, but may be required to show others how to perform tasks

WORKING CONDITIONS

1. Physical Demands – Extended periods of time at a desk working on a computer and using standard office equipment. Stand, walk, handling, reach overhead, grasp, push, kneeling, bending, move and life and/carry up to 10lbs.
2. Environment – Mainly an office environment and other indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Some may find times stressful due to volume of work, ensuring accuracy of reports, meeting deadlines and handling difficult persons/situations.
4. Position Type/Expected Hours of Work – Permanent, full-time, 37.5 hours per week with flexibility to work other hours on occasion for operational requirements and deadlines.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date