



SHEGUIANDAH FIRST NATION
JOB POSTING

POSITION	Finance Clerk
LOCATION	Sheguiandah First Nation - Administration Office
ACCOUNTABILITY	Director of Operations/Band Manager
EMPLOYMENT STATUS	Full-Time (35 hours/week)
HOURS OF WORK	Regular Office Hours (8:30-4:30pm) Some weekends and flexible after-hours may be required
PREFERENCES	Person of Indigenous descent/ Sheguiandah First Nation Band Member
TENTATIVE START DATE	ASAP

Position Summary

The Finance Clerk is responsible for providing financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative operations. The Finance clerk must comply with the Generally Accepted Accounting Principles (GAAP) and ABC First Nation Financial Administrative Policies and procedures. The Finance Clerk reports to the Director of Operations and is responsible for providing financial, administrative and clerical duties. This includes processing and monitoring payments and expenditures, processing and monitoring receipts and revenues, performing basic reconciliations and entering system data. The Finance Clerk will provide these services in an effective and efficient manner as will ensuring that the organizations finances are accurate and up to date.

Essential Functions

General Duties

- Assist with annual Audit
- Provide staff relief for the Finance Department during absences
- Monitor of travel advances and travel expenses as per compliance with Finance Policy
- Provide general data entry, clerical duties including filing and typing of correspondence
- Assist with other Financial or Administrative Finance related tasks

Accounts Receivable

- Process monthly housing rental invoice charges by type
- Process other department related invoicing
- Receive and receipt rent payments from tenants and other receivable payments
- Reconcile accounts receivable payments and input cash receipts
- Process Debit and Credit notes
- Maintain account receiving filing system of accounts
- Reconcile individual accounts receivable
- Analysis of receivable transactions

Accounts Payable

- Prepare batches of invoices for data entry of payment
- Post batches, print cheques, and prepare cheques for mailing
- Maintain listing of accounts payable vendors
- Receive and verify invoices and requisitions for goods and services
- Reconcile supplier statements
- Maintain updated vendor files and file numbers

Qualifications

- Post Secondary Degree/Diploma in Business Administration or Financial Management.
- Advanced ACCPAC and knowledge of Microsoft Office and Excel.
- Experience with government funding agreements.
- Two years of recent and successful employment experience within an office administration environment with significant exposure to financial processes and procedures.
- Excellent communication and organizational skills
- Experience in the Finance/ Accounting field in ABC First Nation communities.
- Must be bondable.

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:



SHEGUIANDAH FIRST NATION JOB POSTING

Confidential: Finance Clerk

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781.

Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.