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**
Salary:	**$55,000.00 Per Annum**
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.