



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the permanent position of

## **“Financial Clerk”**

Closing Date: July 4<sup>th</sup>, 2019 at 12:00pm

### **Job Summary:**

To assist with various administrative and financial functions to support programs and to support the work of the Child Care, EarlyON and Accounting departments with the administration of the accounts payables, receivables and payroll functions in accordance to department requirements and program agreements.

### **Educational Qualifications/Minimum Requirements**

- Ontario Secondary School Diploma or General Education Diploma **plus**
  - A Diploma in Accounting with 1 year of experience **OR**
  - A Certificate in accounting or bookkeeping plus 2 years of experience **OR**
  - A comparable combination of education and experience relevant to the position
- Solid background in computers with specific knowledge of ACCPAC for Windows, plus Microsoft Excel and Word.
- Results of a current (within 6 months) criminal reference check with vulnerable sector screen (form to be provided by our agency)

**Salary:** \$21,968.70 - \$30,537.00, based on a 25 hour work week.

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation  
**Attention: Personnel Committee**  
2789 Mississauga Road  
RR#6 Hagersville, ON  
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at

[stephanie.laforme@mncfn.ca](mailto:stephanie.laforme@mncfn.ca)

**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**