



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the full time, permanent position of

Financial Assistant – Lifelong Learning

OPEN UNTIL FILLED

Job Summary:

To provide the Mississaugas of the New Credit First Nation Finance Department with administrative support for the Lifelong Learning Department with regards to reporting, financial planning and preparation of statements.

QUALIFICATIONS

Education and Experience

- University degree with a major in Accounting, plus 5 years' relevant financial experience in a First Nation environment;
- OR a diploma in business plus 5 years' relevant financial experience in a First Nation environment

Knowledge

- A working knowledge of the legislation, policies and regulations that impact the First Nation
- Must have a solid background in computers with specific knowledge of accounting software and Microsoft Word and Excel
- Specific knowledge of Accpac for Windows

Skills/Abilities

- Financial aptitude to understand and report on multiple departments and programs
- Strong communication skills, both verbally and written
- Analytical and problem-solving skills
- Ability to work independently or as part of a team
- Experience in completing financial reports for Federal and Provincial funders
- Ability to adhere to the confidentiality of the workplace

Other Requirements

- Results of a current criminal reference check
- Must have a Safe Food Handler's Certificate or be willing to obtain
- Must have a valid driver's license and insured vehicle

Salary: \$43,969.50 - \$62,329.50, as per the MCFN Salary Grid

Please submit your cover letter, resume, and three current references (in addition to the above) to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
RR#6 Hagersville, ON
NOA 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 Admin Building or by email at stephanie.laforme@mncfn.ca

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