



## SHAWANAGA FIRST NATION EMPLOYMENT OPPORTUNITY

**Position: Finance Clerk**

**Term: Full Time - Temporary 12 Months**

**Start date: As soon as possible**

**Salary: To be determined**

### **Overview of Responsibilities:**

Reporting to the Finance Manager, the Finance Clerk manages the First Nations accounts payable/receivables accurately and maintains appropriate financial documentation through an organized system of filing. Successful candidates should have strong working knowledge and experience with QuickBooks accounting software and demonstrated, thorough knowledge of First Nations funding and budget allocation processes.

### **Duties:**

- Organizes filing for all appropriate documentation
- Monthly remittances; data entry; payroll entries; journal entries
- Assist with accounts payable and accounts receivable
- Perform clerical duties such as maintaining filing and record systems
- Process invoices and vouchers for payment
- Prepare budgets, read budgets and maintain budgets
- Other duties as assigned by the Finance Manager

### **Qualifications & Skills:**

- Office administration and/or related field experience would be preferred with additional two years of related work experience in an administrative capacity.
- Minimum grade 12 with secretarial/receptionist or office skills.
- Must have knowledge and understanding of Native Culture, Traditions, Teachings and Community Dynamics.
- High level of integrity, confidentiality and accountability.
- Strong work ethic and positive attitude.
- Work as a team.
- Strong working knowledge of generally accepted accounting principles and practices.
- Perform mathematical computations quickly and accurately.
- Sound analytical thinking, planning, prioritization and execution skills.
  - Well developed sense of diplomacy, including solid negotiation, conflict resolution and people management skills.



**Other Considerations:**

**Preference may be given to Aboriginal candidates with relevant on reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.**

**Successful candidates must be able to produce and maintain a clean Criminal Record Check (CPIC).**

Only those who qualify for an interview will be contacted, thank you for your interest. Please submit a cover letter, resume and three (3) recent work-related reference letters with current contact information **4:00pm on September 16th** via email, mail, fax or in person to:

**Courtney Mullen**  
**HR Administrator**  
**Shawanaga First Nation**  
**2 Village Rd., Nobel, ON P0G 1G0**  
**Tel: (705) 366-2526 \* Fax: (705) 366-2740**  
**Email: [hradministrator@shawanagafirstnation.ca](mailto:hradministrator@shawanagafirstnation.ca)**