



Finance Assistant **Maternity Leave April 2024-March 2025**

K.L. Martin & Associates Corp. is a privately owned Indigenous technical consulting firm based on the Six Nations of the Grand River in Ohsweken. K.L. Martin & Associates Corp. has a wide variety of experience in initiating, developing, and managing projects with an emphasis on planning, feasibility, design, construction, and maintenance requirements. KLMC has worked successfully in the past with professional engineering and architectural consultants on projects that require specialty services. This is an excellent full-time one-year maternity leave opportunity for an individual new to the finance/accounting field to gain experience. This position reports to the Finance Manager regarding administrative and policy matters.

Responsibilities:

- Provides administrative support to the finance department.
- Processes EFT and online bill payments through the accounting system.
- Entering data into databases and accounting software.
- Assisting the finance manager with duties.
- Carrying out clerical and administrative tasks.

Qualifications:

- Post-secondary education in accounting / business is preferred, will consider combination of experience and education.
- One to three years experience in Accounts payables and receivables preferred but not required.
- Basic knowledge of Generally Accepted Accounting Principles (GAAP).
- Basic communication skills (oral and written) to interact tactfully, professionally, and effectively with a wide range of internal and external stakeholders, including employees.
- Ability to work independently and as a member of a team.
- Solid time management, attention to detail and organizational skills. Adaptable and flexible with an ability to respond to changing work priorities, pressure and demands.

- Proficiency with MS Excel and experience with accounting systems are assets.
- Assist in the processing of payroll.
- Assisting with accounts payable and accounts receivable.

Salary will be based on experience with a salary range starting at \$42,000.00/year to \$45,000.00/year.

A full Job Description is available upon request.

Interested individuals should send their cover letter, resume, and references no later than February 8, 2024 @ 3pm in confidence, to:

K.L. Martin & Associates Corp.
P.O. Box 226, 1786 Chiefswood Road
Ohsweken, ON N0A 1M0

Telephone: 519-445-2253 Fax: 519-445-4254

E-mail: ckennedy@klmtech.ca