



ONTARIO FIRST NATIONS  
TECHNICAL SERVICES  
CORPORATION



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ofntsc.org

# Finance Clerk I

**Location:** New Credit

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

This is an excellent opportunity for a dedicated and detail-oriented Finance Clerk to become a valuable member of our team at OFNTSC. Reporting to the Finance Controller, the Finance Clerk will be essential to our financial operations, ensuring accuracy and efficiency in all financial tasks. This role demands high precision, excellent organizational abilities, and a solid grasp of financial principles and practices.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

## Responsibilities:

- Receive, review, and verify invoices for accuracy, completeness, and proper authorization before processing payments.
- Reconcile processed work by verifying entries and comparing system reports to balances, solving discrepancies.
- Ensure timely submission of approved banking files to the bank by coordinating prompt Director approvals and monitoring submission timelines, while maintaining accuracy and providing clear communication on progress.
- Promptly and accurately process EFT and online payments, ensuring timely execution and adherence to payment schedules and protocols.
- Ensure timely distribution of Visa statements for reconciliation, including diligent follow-up to ensure completion and accuracy.
- Maintains accounting ledgers by verifying and posting account transactions.
- Assists with the month-end and year-end audit procedures.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Conduct biweekly reviews of timesheet records to verify completeness of employee entries and ensure proper approvals are obtained. Address staff inquiries regarding time balances promptly and accurately.
- Assists with completing the payroll functions to ensure that employees are paid promptly and accurately.
- Assist the Finance Clerk II as needed and act in their capacity during their absence.
- Other duties and tasks as assigned by the Finance Controller.



## Qualifications:

- Completed a college or university program in Finance, Business Administration, or Commerce.
- Willingness to pursue a CAFM or CPA designation an asset.
- 1-3 years of relevant work experience in accounting or finance.
- Strong understanding of general accounting principles.
- Must possess strong analytical skills and attention to detail.
- Excellent problem-solving abilities and an aptitude for numbers.
- Self-motivated and able to work independently and as part of a team.
- Proficiency in Microsoft Office programs and Google Suite.
- Working knowledge of Sage 300 and Sage Time & Attendance would be an asset.
- Sensitivity to the unique needs of First Nations peoples.
- Must be bondable.

## Conditions:

- Some out of town traveling required through the province of Ontario
- Reliable and insured vehicle and Valid Ontario driver's license

\*Priority will be given to First Nations applicants who meet the mandatory requirements.

Come join our growing  
organization!

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Abi wiji'ien ndo  
wiji-nakiindwin myaajiiging

• • • • •

Taskwatia'táhrhahs ne onkwentióhkwa  
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.



## APPLY HERE

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at [humanresources@ofntsc.org](mailto:humanresources@ofntsc.org), or by calling 1-226-493-0225.

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName\_FirstName\_Finance Clerk I]**.



We thank all applicants, however, only those receiving an interview will be contacted.

