



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the full-time, permanent position of  
**Finance Clerk**

Closing Date: July 25, 2025, at 12:00pm

**Job Summary:**

The Finance Clerk provides essential clerical and administrative support to the Central Finance Department, ensuring the accurate entry, maintenance, and reconciliation, of financial data. This position contributes to the effective operation of the organization's financial systems and supports the broader administrative functions as needed.

**Education and Experience**

- Certificate or diploma in Accounting, Bookkeeping, or a related field with a minimum of one (1) year of relevant experience
- An equivalent combination of education and experience may be considered
- Experience with financial software (preferably Sage 300) and proficiency in Microsoft Excel and Word

**Skills/Abilities**

- Strong attention to detail, accuracy, and organizational skills
- Ability to manage multiple tasks and prioritize work effectively in a fast-paced environment
- Professional judgement, discretion, and initiative in handling confidential information
- Strong written and verbal communication skills, with the ability to interact professionally with diverse audiences
- Competent with general office equipment (e.g., photocopiers, fax machines, shredders)

**Other Requirements/Assets**

- Must provide a Criminal Reference Check with satisfactory results
- Direct experience working in or with a First Nation organization
- Knowledge of government funding processes and reporting requirements (federal, provincial, municipal)

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  
Hagersville, ON  
N0A 1H0

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

A detailed job description is available at the MCFN Admin Building or by email at [HR.Clerk@mncfn.ca](mailto:HR.Clerk@mncfn.ca)

**Preference will be given to Indigenous applicant. Self-identification is encouraged.**

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