



BOOKKEEPER

Summary

The Bookkeeper is entrusted with responsibility for accurate financial records by recording, organizing, and verifying financial transactions of the Mississaugas of the Credit Business LP (MCBLP) and all its entities.

Reporting

The Bookkeeper reports to the Director of Finance and Human Resources.

Work Location

This position is based at the corporate office of MCBLP located at 78 1st Line, New Credit Retail Plaza, Mississaugas of the Credit First Nation, Hagersville, Ontario

Essential Duties and Responsibilities

The Bookkeeper:

1. Holds responsibility for the financial records of the Corporation, including, but not limited to:
 - a. Recording all financial transactions, including sales, expenses, receipts, payments.
 - b. Preparing all balance sheet reconciliations including but not limited to Bank and Payroll liabilities.
 - c. Preparing monthly and quarterly financial statements and cash flow projections for use by management and external stakeholders, including the annual audited financial statements in conjunction with the outside auditors.
 - d. Ensuring compliance with local, provincial, and corporate filings/reporting requirements.
 - e. Assisting with developing and implementing financial policies, systems and procedures, and monitoring compliance.
 - f. Assisting with financial activities, including budgeting, job costing, capital accounting, analyses, payroll activities, preparation of audit papers and a variety of financial reporting.
 - g. Preparing journal entries, reconciliations, financial statements, estimates, summaries and assisting with a wide variety of financial analyses.
 - h. Ensuring the timely and accurate preparation of month and year-end adjusting, correcting, recurring, accrual and prepaid journal entries, bank reconciliations, audit working papers and financial statements.
 - i. Providing information and advice to the Senior Leadership Team on strengthening internal controls and compliance.
2. Assists with the financial contribution to the corporate strategic plan and work plans necessary to achieve the MCBC's growth objectives within the vision, mission and values of the corporation.
3. Assists with developing and reporting on key performance indicators for measuring the financial and operating performance of the Corporation and any affiliated entities.
4. Contributes to the health and safety of all employees and guests of MCBLP.
5. Other duties as necessary.



Additional Skills and Responsibilities

1. A strong work ethic with a focus on accuracy and attention to detail.
2. The ability to perform well under pressure and to assess and prioritize workload.
3. Must have ability to provide information, direction, and assistance, while maintaining a friendly, courteous, and cooperative disposition.
4. Demonstrated professionalism and an understanding of the importance of confidentiality.
5. Ability to embrace and champion change.
6. Reliable and able to work independently.
7. Ability to work in an entrepreneurial environment.
8. Ability to handle members of the public with tact, discretion, and a pleasing manner.

Education and Experience

Minimum Requirements:

1. Post Secondary education Accounting, Finance, or Business Administration.
2. Minimum five (5) years of experience in full cycle bookkeeping position, including Payroll.
3. Knowledge of best practice in the areas of accounting, budgeting, and use of applicable software applications.
4. Ability to analyze financial data and prepare financial reports, statements and projections.
5. Relevant experience working with Indigenous organizations preferred.
6. Work requires professional written and verbal communication and interpersonal skills.
7. Ability to work independently and as a team player.
8. Must be bondable and pass a police background check.
9. Flexible (extra hours may be required on occasion).

Additional Considerations

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to MCBLP.

CULTURE

The purpose of MCBC is to create economic benefits, employment for community members and generate wealth for the Mississaugas of the Credit First Nation (MCFN). MCBLP will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the MCFN.

All candidates are encouraged to apply. Applicants from Mississaugas of the Credit First Nation and other First Nations will be given preference to deliver services in a First Nations Community.

MCB-LP is an equal opportunity employer, committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources.



Apply

If you are interested in bringing your experience and passion for this role to MCBLP, please email your covering letter and resume in complete confidence by September 19, 2025 to humanresources@mncbc.ca.