



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

FINANCE CLERK

FULL TIME – PERMANENT

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the *Child and Family Services Act* serving member First Nations situated between Sault Ste. Marie and Sudbury and is seeking to hire a **Finance Clerk**. This position will be located at our Head Office in **Batchewana First Nation**.

Overview of Responsibilities

Reporting to the Accounting Supervisor, the Finance Clerk is responsible for providing accounting support in the Finance Department through the processing and completion of accounts payable. The Finance Clerk is responsible for maintaining the general ledger, preparing various financial statements and tracking Children's Special Allowances. This position will respond to vendor inquiries concerning invoice payments and assist in the month-end processing of accounts.

QUALIFICATIONS:

Education & Experience Requirements

- Diploma in Accounting or Business Administration field
- Two (2) years' experience in accounting working with Sage Accpac Software

Knowledge Requirements

- Knowledge of Generally Accepted Accounting Principles
- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings

Special Skills & Abilities

- Excellent organizational skills
- Excellent problem solving and analytical skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent computer skills with MS Office software and Sage Accpac software
- Ability to attend to detail
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to adapt to change
- Ability to work in a fast-paced environment
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check and Vulnerable Sector Verification
- Must have a valid Ontario Class G Driver's License, access to an automobile and \$1M automobile insurance
- Must be able to work flexible hours including unplanned overtime and work on-call as required

Please submit a job related resume and cover letter along with three work related references by,

October 25, 2017 – 4:00 p.m.

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717

hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca