



Waabnoong Bemjiwang Child Well-Being Agency Development Project

JOB POSTING: FINANCE CLERK

Accountable To:	Waabnoong Bemjiwang Association of First Nations
Reports To:	Director of Finance
Classification:	
Location:	Henvey Inlet
Salary	To Commensurate with Experience
Start Date:	TBD

JOB PURPOSE

Reporting to the Director of Finance, the Finance Clerk is responsible for providing accounting support in the Finance Department through the processing and completion of accounts receivable and payable, as well as maintaining the sub-ledgers and general ledger and preparing various financial request submissions. This position will respond to client's and vendor inquiries concerning payment receipts and assist in the month-end processing of accounts. The Jordan's Principle Finance Clerk will be supporting the financial submissions to Indigenous Services Canada on behalf of children in care and children and families that are living on and off reserve.

QUALIFICATIONS

Minimum Education

- Diploma in Accounting or Business Administration field

Minimum Experience

- Two (2) years' experience in accounting working with Sage 300 (Accpac) Software

Knowledge Requirements

- Knowledge of Waabnoong Bemjiwang Child & Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabe culture, traditions and the Seven Grandfather Teachings
- Knowledge of Generally Accepted Accounting Principles

Special Skills

- 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 300 (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 with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel

Posting Date: November 13, 2018.

This position will remain open until filled

***Please send your Resume with a covering letter by email,
fax or mail**

Attention to: Joanne Koehler, Project Manager
Waabnoong Bemjiwang Association of First Nations
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Phone: (705) 705 763 2200 Fax: (705) 857 0447
Email: joanne.koehler@wbafn.com

Individuals of First Nation ancestry are encouraged to apply. Preference will be given to Waabnoong Bemjiwang Association of First Nation members and/or First Nation communities involved in this project.

For a detailed job description, contact: Joanne.Koehler@wbafn.com