

## JOB POSTING DETAILS

<b>Employer</b>	Nogdawindamin Family and Community Services	<b>Job Type</b>	RI
<b>Job Title</b>	Finance Clerk	<b>Duration</b>	Full Time Contract
<b>Job ID</b>	11648	<b>Location</b>	To be Determined
<b>Date Posted</b>	October 22, 2021	<b>Closing Date</b>	November 5, 2021

### Job Overview - Description & Duties

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

FULL-TIME CONTRACT TO MARCH 31, 2022

FINANCE CLERK

LOCATION: TO BE DETERMINED

Salary Range: \$45,708.00 to \$56,145.00

Proposed Interview Date: November 12, 2021

#### Job Summary

Reporting to the Accounting Manager, 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.

### Required Skills

#### Qualifications

- Diploma in Accounting or Business Administration Field
- Two (2) years' experience in accounting and working with Sage Accpac Software
- Knowledge of Nogdawindamin's programs and services
- Knowledge of Generally Accepted Accounting Principles

### Other Requirements

#### Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

### How to Apply

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.

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

Friday, November 5, 2021 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

210B Gran Street, Batchewana First Nation, ON P6A 0C4

FAX (705) 946-3717 Email: [hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

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](http://www.nog.ca)