

JOB POSTING DETAILS

Employer	Nogdawindamin Family and Community Services	Job Type	RI
Job Title	Finance Clerk	Duration	Full Time Contract
ES Job ID	12679	Location	NA
Date Posted	May 19, 2022	Closing Date	NA

Job Overview - Description & Duties

NOGDAWINDAMIN Family and Community Services, a designated Indigenous 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, 2023

FINANCE CLERK

LOCATION: BATCHEWANA FIRST NATION OR SUDBURY

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

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

- 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

- 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
- Proof of full vaccination for Covid-19 is a requirement of this position unless due to a medical, disability or religious exemption.

How to Apply

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

Thursday, June 2, 2022 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

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

Email: 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

Nogdawindamin Family and Community Services has been in operation for over 30 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, OMERS PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.