

MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



Position: FINANCE CLERK / ADMIN ASSISTANT
Duration: Full time permanent, upon successful completion of probation
Salary: To be determined, based on qualifications and experience
Start Date: As soon as possible

Under the day to day direction of the Finance Administrator and oversight provided by the First Nation Administrator, the Finance Clerk/Admin Assistant will provide support and assistance to maintain accurate financial records for all government services, and provide general administrative support as needed.

Qualifications:

- Grade 12 OSSD or equivalent
- A college diploma in business administration, accounting or equivalent is preferred
- Must be bondable. A clean and current CPIC relevant to the position will be required
- Driver's license and reliable transportation

Knowledge and Skills:

- Knowledge and experience with office accounting package, preferably SAGE 300 (formerly ACCPAC)
- A sound knowledge of contemporary public and private sector operating systems and generally accepted accounting procedures is required
- Must have proven well developed communication skills; must be highly self-motivated and able to work independently or as a team member in an office environment
- Experience with various computer applications, especially Microsoft productivity applications (Word, Excel, Outlook, etc.)
- Demonstrated ability to work with a high level of tact and discretion
- Ability to multi-task and adapt to all situations, ability to problem solve
- Ability to work productively with limited supervision and under stress of deadlines
- Experience working with First Nation Government, First Nation communities or other levels of Government and an appreciation of First Nation culture and community aspirations is considered an asset

Duties and Responsibilities:

- Provide financial support to the Finance Administrator on financial procedures, including weekly processing of accounts payable, accounts receivable and data entry
- Collect, calculate and verify all staff timesheets; data entry of weekly payroll and staff reimbursements
- Assist with the preparation of weekly, monthly and yearly reports, reconciliations and remittances
- Provide administrative assistance, including filing, travel arrangements, expense claim preparation, and other general administrative duties, as assigned

Please submit your **updated resume and cover letter** to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by September 11, 2020**. Resumes will be accepted at the Government Office or by email to colette.isaac@moosedeerpoint.com. Please put "Finance Clerk" in the subject line or sealed envelope.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.