



**MOOSE DEER POINT FIRST NATION
GOVERNMENT SERVICES**

3720 Twelve Mile Bay Road
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MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY

Position: Finance Clerk

Employment Type: Part Time 20 Hours/Week - Contract

Duration: 6 Month Contract, with possibility of permanent extension

Wage: \$17 - \$25/hr, depending on qualifications

Start Date: As Soon As Possible

Are you a self-motivated, detailed oriented, and dependable person looking to join an amazing team? This is your chance to be part of a dynamic and growing community where you will have the opportunity to implement processes and make your mark for the better of all. If this sounds like you, we want to hear from you.

Working under the guidance and direction of the Office Manager, the Finance Clerk will support and assist with financial operation and control systems for the broad range of First Nation government services.

Minimum Requirements:

- Grade 12 OSSD or equivalent; post-secondary education in business administration, bookkeeping or accounting is preferred
- Experience in a financial services role
- Must be bondable. A current clear CPIC relevant to the position is required
- Driver's license and reliable transportation

Knowledge and skills:

- Demonstrated experience in a finance office environment
- Strong work ethic, detail oriented with excellent organizational, communication and interpersonal skills
- Strong computer skills, including MS Office and finance packages; SAGE 300 is considered an asset
- Ability to multi-task and adapt to all situations, ability to problem solve
- Ability to work with a high level of tact and discretion.
- Ability to work productively to meet timelines with limited supervision and under stress of deadlines

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Essential duties:

- Provide financial support to the Finance Administrator as requested on financial procedures, including weekly processing of accounts payable, accounts receivable and data entry;
- Assist with the preparation of month-end reconciliations and remittances;
- Assist with preparing and/or review of relevant financial reports;
- Assist with audit preparation for interim and year-end;
- Other administrative duties, as assigned.

Please apply with your **updated resume and cover letter by June 25, 2021** to the First Nation Government Office, Attention: Arianna Fitchett, HR.

Applications will be accepted at the Government Office or by email to Arianna.fitchett@moosedeerpoint.com . Please put "Finance Clerk" in the subject line or sealed envelope.

Please note that a criminal record check (CPIC) and three (3) employment references are required upon conditional offer. Expenses for CPIC are reimbursed after orientation.

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.