



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **Accounting Clerk - ECE**  
Job Code: FIN281  
Department: Finance  
Reports to: Assistant Finance Manager

Date Posted: 26-Oct-21  
Date Closed: 9-Nov-21  
(5:00 pm)

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Maternity leave contract November 2021 to January 2023.  
Availability & Term: Approx. Start Date: November 2021.  
Remuneration: \$19.73 per hour

### JOB PURPOSE/SUMMARY

Parent Intake, verifying financial history with RFN & set up accounts, subsidy applications, prepare and reconcile daycare billings, monitor accounts and collect on delinquent accounts, prepare Ministry of Education Report, County of Simcoe Reconciliation, Assist ECE Manager with Accounts Payable Paperwork, visa reconciliation, review A/P and A/R invoice batches, reconcile gift card inventory.

### QUALIFICATIONS

- Education:**
- Grade 12, Business Accounting or Bookkeeping.
- Skills and Abilities:**
- General computer skills (Microsoft office - word/excel)
  - Customer service.
  - Reconciliation Skills.
  - Accpac knowledge.
- Experience:**
- Experience in an accounting department - 7-12 months.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: [charleneb@ramafirstnation.ca](mailto:charleneb@ramafirstnation.ca)

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



# Job Description

Job Last Updated: 1-Jun-21

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Department:	Finance
Reports to:	Assistant Finance Manager

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## **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Parent intake.
- Verify financial history with RFN.
- Set up accounts in Accpac and Excel.
- Maintain excel billing spreadsheets.
- Reconcile billing spreadsheets with Accpac.
- Subsidy applications.
- Monitor A/R accounts and collect on delinquent accounts.
- County of Simcoe reconciliation.
- Prepare Ministry of Education year end reports.
- Prepare year end audit working papers.
- Prepare Purchase Requisitions.
- Prepare invoices for payment.
- General Office duties - faxing, photocopying, letters, memos, shredding, etc.
- Other finance duties as assigned.
- Reconcile & create journal entries for Visa.
- Review A/P invoice batches.
- Count & reconcile gift card inventory.
- Review A/R invoice batches.