



EMPLOYMENT OPPORTUNITY POSTING

Finance Assistant

CLASSIFICATION: Full Time – Permanent
SALARY: Commensurate with qualifications and experience
LOCATION: Ogemawahj Tribal Council Office, Rama, Ontario
DEADLINE TO APPLY: Open Until Filled

The Ogemawahj Tribal Council (OTC), consisting of the Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island and the Pottawatomi of Moose Deer Point First Nations, supports the overall goals and objectives of all of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibilities of Finance Assistant.

Working under the guidance and direction of the Finance Manager and Executive Director, the Finance Assistant will provide financial and administrative support to the Finance Manager to assist with and maintain financial and information control systems and will also support the Employment and Training Coordinator, to provide all administrative duties of the Indigenous Skills and Employment Training (ISET) Agreement and its subsequent agreements.

MINIMUM QUALIFICATIONS:

- A University or College Diploma in Business Administration with a concentration in Accounting, or equivalent, and a minimum of 3 years work experience in administrative and finance support.
- Must have proven administrative and financial experience and be able to manage multiple duties simultaneously.
- Must have excellent computer skills, proven experience with word processing, spreadsheet, database, presentation and publishing software preferably in a Microsoft environment.
- Must have knowledge and experience with SAGE 300 (formerly ACCPAC.) Including A/R, A/P, G/L, Canadian Payroll and Bank Services
- Must have proven experience working with First Nation Government, First Nation communities and other levels of Government. A keen appreciation of Native culture and community aspirations is required.
- Must have proven well-developed communication, staff/public relations and negotiating experience; must be highly self-motivated and able to work well independently or as a team member.
- Must have valid Ontario Driver's License, \$2 million public liability insurance and access to reliable transportation.
- Must be bondable.
- A current Criminal Reference check relevant to the position is required and Vulnerable Sector Search.

KNOWLEDGE AND SKILLS:

- Must demonstrate the ability to work with a high level of tact and discretion;
- Must demonstrate results - oriented administrative support management skills;
- Must possess excellent Project Management skills and must be able to establish and effectively achieve measurable objectives within directed work plans;
- General knowledge of federal employment legislation
- Must be innovative and decisive with high organizational, managerial support, research support and analytical time management skills;
- Knowledge of budgeting, generally accepted accounting principles and auditing procedures;
- Familiar with office machines including computers, photocopiers, phone systems
- Knowledge of Privacy legislation;
- Must demonstrate a high level of skill and ability using Microsoft Office software package;

PLEASE SEND APPLICATIONS TO:

**Ogemawahj Tribal Council,
Attention: Mary King, Executive Director
5984 Rama Road
Rama, ON L3V 6H6
Or via email to:
mmccue-king@ogemawahj.on.ca
For more info, please call: (705) 329-2511**

Candidates must provide a detailed resume, cover letter and three references.

Please mark on the envelope "Finance and Executive Assistant Position."

Only those selected for an interview will be notified.

Full job description available upon request.