



### Finance Clerk

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Department: Finance  
Posting Date: November 18<sup>th</sup>, 2022  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Chief Finance Officer

The Finance Clerk will be responsible to support the accounts receivable and payable functions with related bookkeeping, clerical and administrative services to the First Nation administrative processes within the policies and procedures established by the Chief Executive Officer.

#### **What you'll do in the role**

- Provides clerical, bookkeeping, administrative and other related duties as may reasonably be required by the Chief Finance Officer
- Assists in the maintenance of the filing system
- Provides backup services for Account Payable and Accounts Receivable functions, as required
- Investigates and answers routine queries arising from Community Members, Department Management and other Finance staff as well as external bodies
- Performs other related duties as required by the Chief Finance Officer

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

#### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- Graduation from a secondary school or equivalency
- Computer Skills: ability to utilize Windows operating systems, Microsoft Office applications
- High level accounting skills or willing to obtain
- Working knowledge of computerized accounting programs, such as AccPac for Windows



## Employment Opportunity

- Must have strong data entry skills and the ability to be highly accurate and strong attention to detail
- Strong public relation skills, excellent customer service skills
- Strong organizational skills

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing December 2<sup>nd</sup>, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing December 9<sup>th</sup>, 2022 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing December 16<sup>th</sup>, 2022 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

***Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.***

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**