



## Employment Opportunity

### Finance Support

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Department: Finance  
Posting Date: Friday, November 24,  
2023 Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Chief Financial Officer  
Starting Salary: \$ 38,693.20

#### **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 duties as required.

#### **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, Dental, 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.
- Working knowledge of computerized accounting programs, such as AccPac for Windows
- 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



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### **Application Deadlines:**

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

#### **Closing December 8, 2023 - 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 15, 2023 - 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 22, 2023 - 3rd Round**

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

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.

### **Are you a member of NFN? If so, please read below:**

- ✓ *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.*

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