



EMPLOYMENT OPPORTUNITY

Bookkeeper

Department: Finance

Posting Date: December 20, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Finance

Starting Salary: \$ 48,958.00

What you'll do in the role

- Prepare all bank reconciliations for Nipissing First Nation and Nipissing First Nation entities in Sage 300 and Quickbooks.
- Send visa statements to credit card holders followed by auditing and posting the related transactions in Sage 300 on a monthly basis.
- Notify the Chief Financial Officer & Finance Manager of any unusual transactions that have been identified.
- Reconcile all monthly pre-authorized debits including data entry for invoices direct debited from the bank accounts.
- Prepare and submit all GST/HST remittances for Nipissing First Nation and applicable entities.
- Complete monthly internal Finance reports for Chief Financial Officer & Finance Manager.
- Ensure that new & current vehicles are insured under Nipissing First Nation's insurance policy.
- Maintain accurate asset records, e.g., adding or removing vehicles to Nipissing First Nation's asset list.
- Request and administer the Certificate of Exemption to applicable departments.
- Process annual vehicle sticker renewals.
- Annual internal audit of vehicles owned by Nipissing First Nation.
- Ensure that applicable NFN employees are added to NFN's insurance policy.
- Complete all accounting entries for various NFN business entities.
- Provide financial analysis support to Business Operations Manager for business entities.
- Produce quarterly interim financial reporting for business entities.
- Process payroll for business entities if required.
- Minute taker at Finance & Audit Committee meetings.

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- Backs up database every morning or as required.
- Back up to Finance Support to issue Purchase Orders.
- Participate in development of Finance structure and maintenance of SharePoint.

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.
- Must be a Graduate from post-secondary institution with a diploma in accounting and/or business administration
- Must have 3 years of directly related work experience, 5 years overall.
- Experience processing and reconciling financial records, and processing expense reimbursements.
- Experience drafting and formatting correspondence and preparing standard financial reports.
- Experience with applying financial policies.
- Experience with data entry such as vendor and customer invoice processing in financial system.
- Clear understanding of generally accepted accounting principles.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Self-motivated, flexible and adaptable approach to work processes, problem resolution and continuous process improvement.
- Deadline driven with the ability to work well under pressure and multi-task.
- Good background in research; ability to conceptualize.
- Ability to work as a team.

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- Excellent verbal and written communication skills.
- Excellent problem-solving skills, accuracy and attention to detail.
- Working knowledge of the legislation, policies and programs that affect Indigenous communities must possess a high-level sensitivity to Indigenous issues.
- Must be bondable.
- High level computer/word processing skills advanced knowledge of computerized accounting programs such as, but not limited to Sage 300 and Quickbooks.

APPLICATION DEADLINES:

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

Closing January 3, 2025- 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 January 10, 2025 - 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 January 17, 2025 - 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 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.



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