



Matachewan First Nation
P.O. Box 160, MATACHEWAN, ONTARIO P0K 1M0
(705) 565-2230 FAX (705) 565-2585

Employment Opportunity

Finance Clerk

Matachewan First Nation is currently receiving applications for a full-time Finance Clerk.
(position located at Matachewan First Nation)

The position will have the responsibilities of:

- Inputting and reconciling financial activity for accounting sub-ledger work (accounts payable, accounts receivable, payroll and bank reconciliations) for Matachewan First Nation;
- Assisting in the computing, classifying, recording and storage of overall financial data.

Activities

- Process daily, weekly, monthly and annual financial requirements for the full accounting cycle (payables, receivables, payroll, bank reconciliation)
- Assist the Finance Manager in the preparation of monthly financial reports for presentation to Chief and Council
- Maintain filing system for all financial records
- Work with staff to reconcile financial data
- Assist in the preparation of clear, concise financial documents, statements and reports prior to audits.
- Assist in the ongoing reports for programs, funders, government requirements.

Qualifications

- Diploma/Certificate in Business Administration – Accounting or ability to take training in the accounting/finance field.
- Must have basic knowledge of finances, budgets, forecasts, etc.
- Experience in working with Native organizations and/or Government agencies.
- Experience and knowledge of administrative processes within an office.
- Knowledge of various software programs – ie: Microsoft Office, Internet, and data base programs along with the ability to learn on an accounting software process.
- Demonstrate flexibility and adaptability within the working environment.
- Proficiency with business machines and computers.
- Excellent communication and Interpersonal skills
- Must be able to work independently with minimum supervision
- Ability to speak Ojibway would be a definite asset.
- Must be Bondable

- Submission of a clean CPIC

Closing date: July 22, 2022

Forward resume to:

Email: bandmanager@mfrez.ca

Fax: 705-565-2585

We would like to thank all applicants for their interest in this position. However, only those candidates selected for an interview will be contacted