



## Employment Opportunity

Caldwell First Nation is seeking qualified applicants for the position of:

### Finance Assistant (1-Year MAT LEAVE)

#### Position Summary:

The Finance Assistant will be responsible for performing a wide variety of finance duties in support of the Senior Financial Officer. Responsibilities include performing the day-to-day bookkeeping functions, such as reporting, filing and related administrative duties as required for the Caldwell First Nation.

#### Duties:

- Ability to perform accounting functions with minimal supervision
- Assist with budget development
- Assist with rental properties & farming operation
- Process benefits and direct deposit
- Prepare & Issue T-4's
- Accounts payable, expense requisitions and cheques
- Accounts receivable invoicing & deposits
- Government remittances
- Bank reconciliations
- Year-end audit preparation
- Filing

#### Qualifications:

- Post-Secondary diploma in accounting or business administration
- Knowledge of Sage 300 Accounting Software
- Proficient in Microsoft Office programs

#### Requirements:

- Ability to work in a team environment and individually
- Demonstrate clerical accuracy & efficiency working with numbers
- High standard of ethics and maintain confidentiality
- Time management skills
- Provide a current CPIC
- Ability to access reliable vehicle.
- Possess valid G driver's license and ability to provide clean driver's abstract.

**Salary:** Based on experience and qualifications

**Position:** Full time – 5 days a week.

**Deadline Date: Wednesday, July 14, 2021 at 12:00 pm (noon)**

**Applications MUST include:**

Current Cover Letter

Current Resume

Three (3) References with contact information

All applications must be submitted in person, mail or email no later than the above deadline to:

**Attention:** James Siu, Human Resource Generalist  
Caldwell First Nation  
14 Orange Street  
Leamington, Ontario  
N8H 3V7  
519.322.1766  
Email: [hr@caldwellfirstnation.ca](mailto:hr@caldwellfirstnation.ca)

Please mark your envelope or subject line: “**CONFIDENTIAL – Human Resource Generalist**”

We thank all applicants for their interest, however, only those selected for an interview will be contacted.