



Employment Opportunity

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

Junior Finance Clerk

Position Summary:

The Junior Finance Clerk will be responsible for performing a wide variety of finance duties in support of the finance team under the supervision of the Senior Finance Officer

Duties:

- Ability to perform accounting functions with minimal supervision
- Assist with budget development
- Process payroll & benefits
- Accounts payable
- Accounts receivable
- Bank reconciliations
- Preparation of draft reports & written communication
- Assist with year-end audit preparation and procedures
- Filing
- Assist with monthly reporting
- Other duties as required while working as a part of the finance team

Qualifications:

- Post-Secondary diploma in accounting or business administration
- Strong knowledge of Sage 300 Accounting Software
- Proficient in Microsoft Office programs (Excel a must)

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 and organizational skills
- Provide a current Vulnerable Sector Check.
- Provide a clean Driver's Abstract.

Salary: Based on experience and qualifications

Position: Full-Time Employment, 37.5 hours per week. Work hours are 8:30am-4:30pm.

Deadline Date: Wednesday, April 21, 2021 at 4:00 pm

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: Tammy Jolicoeur, Administrative Services Manager
Caldwell First Nation
14 Orange Street
Leamington, Ontario
N8H 3V7
519.322.1766
Email: tammy.jolicoeur@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.