



JOB POSTING * RE-POSTING – Permanent Full Time**

Title: Finance Receptionist
Reports to: Finance Officer
Terms: Permanent Full-Time
Salary: \$14.50 per hour
Location: Band Administration

Summary: The Finance Receptionist will help with the administrative functions of the Finance Department while gaining experience in different areas within Finance.

Qualifications: Grade 12 Diploma or GED Certificate
Some office experience necessary
Excellent communication and writing skills
Excellent computer skills in MS Office, including Word, Excel and Outlook
Excellent interpersonal skills
Ability to complete tasks as assigned
Experience dealing with the public
Ability to work alone, as well as with others
Dependable and punctual
Clean CPIC will be a condition of employment

Duties: Answering the telephones and directing calls
Directs walk-in customers to appropriate finance staff
Data entry on computer
Sends out customer statements with Accounts Receivable Clerk
Puts cheques returned in numerical order
Puts receipt copies in order and accounts for numbers and files
Tracks incoming funds via mail to deposit books
Matches, staples and files various documents (i.e. A/Payable & others)
Types a variety of memos, reports and documents
Assists with others' duties where there is ability and time, as required

Applications MUST include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday November 17, 2017 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeenfirstnation.ca

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0