



JOB POSTING

SAUGEEN FIRST NATION

Interim Finance Accounting Clerk

Program:	Finance
Reports To:	Finance Officer
Term of Employment:	Contract until return of Full-Time Employee on Leave
Wage:	\$22.00/hr
Hours of Work:	35 hrs/week

JOB PURPOSE

The Interim Finance Accounting Clerk will be responsible for assisting and providing support to Saugeen First Nation's Finance Department. The Interim Finance Accounting Clerk is expected to have a strong working knowledge of Generally Accepted Accounting Principles and strong experience in general bookkeeping.

KEY DUTIES AND ACCOUNTABILITIES

- Promote the Saugeen First Nation Vision and Mission Statements
- Maintain the level of professionalism expected by the Saugeen First Nation as outlined through policy
- Uphold the ethics of the position and accreditation for their responsibilities within the Finance Department
- Provide support to the accounting team
- Ensuring that all month-end financial accounting duties and all resulting financial reporting are completed timely and accurately
- Providing support to all Departments and their Program Managers
- Reconciliation of bank statements and preparing weekly bank deposits
- Development and maintenance of accounting files and records
- Participating in financial planning activities
- Keeping abreast of federal, provincial, and municipal developments, laws and policies that may affect the financial operations of the organization
- Coordinating and/or completing financial reports for various funders including Health Canada, INAC, HRDC, ISET, FNEC and others
- Providing financial statements to the Program Managers on a regular schedule and as required
- Completing year-end adjustments as directed by the Finance Officer and/or Senior Finance Officer
- Preparing for and participating in annual audits
- Assisting in the completion of departmental program evaluations as requested by the Band administrator
- Performing all duties and responsibilities in accordance with the policies and procedures manual and as directed by the Finance Officer and/or Senior Finance Officer

REQUIREMENTS

Education and Experience:

- Diploma or Certificate in Accounting or Bookkeeping; Grade 12 or G.E.D. equivalency AND a minimum of 2-5 years' working experience in a Finance Department

Interim Finance Accounting Clerk

- Experience with budget, accounting, and reporting systems

Knowledge, Skills & Abilities:

- Computer software knowledge in a modular accounting software (preferably Adagio) and MS Office productivity suite
- Excellent written, verbal and presentation skills
- Ability to communicate with department personnel on a professional level
- Ability to manage time to meet time sensitive deadlines
- Strong working knowledge of Generally Accepted Accounting Principles
- Proficiency with accounting software and spreadsheet programs and applications is an asset
- Effective attention to detail and a high degree of accuracy
- Knowledge and experience with office equipment such as photocopiers, telephone systems, email and fax machines

Designations, Licences & Requirements:

- Valid Ontario Class “G” Driver’s Licence
- CPIC

WORKING CONDITIONS

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Accuracy of reports, investigations and meeting deadlines, possibility of interactions with members of the public.
4. Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

DEADLINE DATE: Monday, July 4, 2022 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check

Applications will be received:

Office: Human Resources Dept, (519) 797-1224, Extension 1110

By E-Mail: tina.jacobs@saugeen.org

By Mail: HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0