



Finance Clerk

26-Week Contract Full-Time Position
Only Couchiching First Nation Members May Apply
Shooniyaa Wa-Biitong Funded Position

GENERAL DESCRIPTION

The Finance Clerk is a clerical position with the Finance Department. The Finance Clerk will provide clerical support in all aspects of the financial administration of the First Nation under the direct supervision of the Finance Manager.

PREFERRED QUALIFICATIONS

1. College Diploma in Business Accounting or Ontario Secondary School Diploma plus two years' experience or equivalent and specialized course work in accounting;
2. Experience in the use of computer accounting software, an asset;
3. Experience in the administration of payroll and accounts receivable, an asset;
4. Effective oral and written communication skills;
5. Must be able to function as a team member;
6. Knowledge of community services, customs and traditions of Couchiching First Nation;
7. Driver's license, an asset.
8. Must be able to provide a clear criminal reference check, if successful candidate.

Applications will be accepted until 3:30 p.m. CST, September 20th, 2019. Applications should include resume, cover letter and references (Employer and/or Character) with permission to contact these references.

Please submit application to:

Amanda French
Human Resources Manager
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario
P9A 3M3
Email: cfnhr@vianet.ca
Fax: (807)274-6458

*All suitable, qualified Couchiching Band members shall be given first preference.
While we appreciate all who apply, only those selected for an interview will be contacted.
All late applications will be returned unopened.*

All incomplete applications will be returned to the applicant.

*CFN welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspects of the selection process.
For a complete Job Description, contact Amanda French at 274-8839.*