



Finance Clerk

Full-Time Permanent

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 **4:30 pm February 19th, 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
Executive Assistant/Human Resources
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario, P9A 3M3
Email: execassist@vianet.ca
Fax: (807)274-6458

Only those selected for an interview will be contacted.
For a complete Job Description, contact reception at 274-3228