



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

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General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING

FINANCE ASSISTANT – Re-post

OVERVIEW:

If you are looking for an exciting and engaging training opportunity, please submit your resume to the CLFN Band Office. CLFN is seeking candidates to fill the position of Finance Assistant and become part of our team. Under the supervision of Finance Manager, you will perform and provide a wide variety of duties and responsibilities. Some of these are summarized below, please contact the Band Office for a detailed job description. **While CLFN is an equal opportunity employer, this funded position is only open to band members of Constance Lake First Nation and Matawa First Nation band members.** This is a term position ending March 29, 2019.

QUALIFICATIONS:

- Grade 12
- 2 years' experience in a finance environment or administrative field
- Knowledge of SAGE 300 accounting software, Excel and Word
- Ability to work unsupervised
- Confidentiality tact and discretion
- Good written and oral communication skills, and organizational and administrative skills
- Criminal Background Check
- Lift 40lbs
- Understanding the Consequences of Errors, and the impact of errors on the Administration
- Confidentiality

DUTIES AND RESPONSIBILITIES:

1. Assist with process purchase orders and follow up on outstanding orders by calling suppliers
2. Assist with receiving shipments, check items against packing slip, record and any missing items damaged merchandise, and follow-up with supplier regarding return of damaged merchandise or back ordered items
3. Assist with maintaining office supplies for the Finance office
4. Assist with updating the inventory list and ensure new equipment is tagged with CLFN identification and property labels
5. Assist with process invoices for payment by matching packing slips and purchase orders to the invoice and submitting to senior management for approval of payment
6. Assist with processing invoices for payment by batching, positing invoices and printing cheques
7. Obtain signatures on cheques and prepare for mailing
8. Assist with receive payments issue receipts and assist with preparing bank deposits
9. Assist in the processing of travel claims and advances
10. Follow up with memos to staff regarding any outstanding travel claims/maintain travel files for Staff, Board and Council members
11. Assist in the preparation of bank reconciliations
12. Assist in the preparation of financial statements
13. Assist the Finance Manager in closing old year files, and opening new year files
14. Assist with maintain a filing system of A/Ps, A/Rs, bank reconciliations, general ledger and other financial statements
15. Perform other related duties as required
16. Follow all health and safety policies

Please submit your resume and a cover letter expressing why you feel you will be able to service the community in this role to the Band Office or by e-mail to:

Samantha John-George, Employment Coordinator

P.O. Box 4000, Constance Lake, ON P0L 1B0

email: samantha.john-george@clfn.on.ca

Deadline for application is Wednesday, December 5th, 2018 @ 4:30 p.m.

Only those selected for an interview will be contacted. We thank you in advance for your interest.