



Alderville First Nation

JOB POSTING: FULLTIME POSITION Accounting Clerk

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

Job Scope: The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Accounting Clerk**. Working as part of the Finance Team in a fast paced environment where the main responsibility is to provide support, sound bookkeeping services and financial analysis for Alderville First Nation in compliance with Generally Accepted Accounting Principles (GAAP), Federal/Provincial legislation and Alderville First Nation policies and procedures.

This is a permanent, full-time position for 35 hours per week. The successful candidate will work under the direct supervision of the Finance Officer.

Duties & Responsibilities:

Key Job Functions:

- Examines and analyses organizational expenses, revenues, financial commitments and obligations, to project future revenues and expenses or to report and provide advice to AFN management;
- Provides bookkeeping and related record keeping as assigned;
- Processes daily, weekly, and monthly transactions including reconciliations, bank deposits, journal entries, payroll, payments and tax filings;
- Examines and analyses submitted account records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards;
- Ensures all financial accounts, records and reports are audit-ready at the end of the fiscal year;
- Prepares monthly, quarterly and annual fiscal reports including income statements, balance sheets and reports for use by management, and various funders;
- Developing and maintaining respectful, positive and supportive relationships with staff;
- Reception duties as required.

Minimum Qualifications:

- Completion of Post-Secondary education and/or industry courses relevant to Accounting or Finance;
- 3-5 years of financial experience (full accounting cycle);
- Thorough understanding of GAAP and accounting functions/practices;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- High proficiency in Excel and other MS Office applications (Word, Access, etc);
- Working knowledge of an accounting software such as Accpac;
- Strong attention to detail, accuracy and organizational skills;
- Able to prioritize and meet deadlines;
- Strong listening, oral and written communication skills;
- Self-motivator with ability to work independently and in a team environment.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$19.53 - \$20.55 per hour

Deadline to Apply: **Open until filled** - first screening Monday, December 10th, 2018 at 4:30 p.m.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Accounting Clerk*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.