



Kinnoomaadziwin Education Body Finance Officer

Summary:

The Finance Officer reports to the Finance Manager and is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Officer must comply with the Generally Accepted Accounting Principles and the KEB financial policies and procedures.

Duties and Responsibilities:

The Finance Officer will perform the day-to-day processing of financial transactions to ensure that the KEB finances are maintained in an effective, up to date and accurate manner. This includes:

- receiving and verifying invoices and requisitions for goods and services;
- verifying that transactions comply with financial policies and procedures;
- data entry;
- recording all cheques;
- maintaining listings of accounts receivable and payable;
- maintaining the general ledger;
- calculating salaries and benefits;
- processing payroll;
- preparing and remitting source deductions and payroll tax;
- prepare ROEs;
- among other things.

The Finance Officer will provide administrative support to ensure effective and efficient office operations. As required by the Director or Education and the Finance Manager, the Finance Officer will perform other duties.

Requirements

The position will require an individual who has successfully demonstrated the following characteristics.

- Must have at least two (2) years of recent and successful employment experience within an office administration environment with exposure to financial processes and procedures
- Knowledge of office administration and basic bookkeeping procedures
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Knowledge of payroll functions and procedures ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Ability to maintain confidentiality concerning financial and employee files
- Awareness of Generally Accepted Accounting Principles (GAAP) and relevant employment legislation/regulations
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem solving skills
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset
- Excellent written and verbal communications skills
- Excellent organizational and office management skills
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability
- Flexibility and adaptability to changing circumstances.
- Creativity and innovation
- Valid driver's licence and a satisfactory criminal records check

Hours of Work

The hours of employment will be between 8:30 am and 4:30 pm with a one-hour break for lunch. However, the nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings.

All employees will comply with KEB Personnel and Financial Policies.

Location:

The position is based out of the head office located on Nipissing First Nation

Salary: Commensurate with experience and education

Closing Date: Extended to Wednesday, February 28, 2018 at 4:30 pm.

Kelly Crawford, Director of Education

January 2018

Please submit cover letter, resume, and three employment references to:
Kinoomaadziwin Education Body
36 Semo Rd.
Garden Village, Ontario
P2B 3K2
Cell: 705-929-9384
Email: Kelly.crawford@a-e-s.ca

Preference will be given to members of the Participating First Nations or those of First Nation ancestry.