



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

ACCOUNTING CLERK

Animakee Wa Zhing #37 is seeking applications for an Accounting Clerk at the administration office in Regina Bay located near Sioux Narrows, Ontario. The Accounting Clerk will be responsible for a wide range of duties, including compliance with the First Nation's Financial Administration By-Law. The successful applicant will be offered a competitive annual salary, a four-day work week, an employer paid group benefit plan, an employee/employee pension plan, First Nations days of observance, and paid time off during Christmas.

Roles and Responsibilities

- Processing of accounts payable
- Processing of accounts receivable
- Performing data entry
- Maintaining accounting records and filing documents
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on experience with spreadsheets and proprietary software
- Other related duties as may be assigned

We invite you to apply if you have:

- Grade 12 education
- A diploma in business accounting or a related designation, with at least five (5) years of related experience or an appropriate combination of work experience and academic qualifications
- Solid understanding of basic bookkeeping and accounts payable/receivable principles
- Excellent organizational skills
- Excellent data entry skills with attention to details
- Excellent verbal and written communication skills as you will be interacting with a variety of stakeholders
- Knowledge of MS Office and Adagio is an asset
- Ability to travel, if required.

Because the Accounting Clerk is responsible for working with and ensuring that the financial needs of the community are met, preference will be given to qualified candidates with experience working in indigenous communities or organizations and qualified indigenous applicants.

Please apply via email to: jobs@nwa37.ca. The Hiring Committee would like to thank all who apply but only those selected for interviews will be contacted. When applying you must include a detailed cover letter, detailed resume, a copy of your current (within 30 days) criminal records check which includes a vulnerable sector check (or proof that it has been applied for), and three references. **Position will remain open until filled.**