



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/19

## Junior Finance Clerk

<b>Job ID</b>	<b>2B-24-65-F6-F0-29</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2B-24-65-F6-F0-29">https://careers.indigenous.link/viewjob?jobname=2B-24-65-F6-F0-29</a>
<b>Company</b>	Caldwell First Nation
<b>Location</b>	Leamington, Ontario
<b>Date Posted</b>	From: 2021-04-07 To: 2021-04-21
<b>Job</b>	Type: Full-time Category: Finance
<b>Job Salary</b>	\$18.00-\$22.00 per hour
<b>Languages</b>	English

### Description

Job Types: Full-time, Permanent

Position Summary:

The Junior Finance Clerk will be responsible for performing a wide variety of finance duties in support of the finance team under the supervision of the Senior Finance Officer

Duties:

- Ability to perform accounting functions with minimal supervision
- Assist with budget development
- Process payroll & benefits
- Accounts payable
- Accounts receivable
- Bank reconciliations
- Preparation of draft reports & written communication
- Assist with year-end audit preparation and procedures
- Filing
- Assist with monthly reporting
- Other duties as required while working as a part of the finance team

Qualifications:

- Post-Secondary diploma in accounting or business administration
- Strong knowledge of Sage 300 Accounting Software
- Proficient in Microsoft Office programs (Excel a must)

Requirements:

- Ability to work in a team environment and individually
- Demonstrate clerical accuracy & efficiency working with numbers
- High standard of ethics and maintain confidentiality
- Time management and organizational skills
- Provide a current Vulnerable Sector Check.
- Provide a clean Driver's Abstract.

Salary: Based on experience and qualifications

Position: Full-Time Employment, 37.5 hours per week. Work hours are 8:30am-4:30pm. Available to work flexible schedule where necessary.

Benefits: Health and dental and pension upon successful completion of probationary period.

Deadline Date: Wednesday, April 21, 2021 at 4:00 pm

### How to Apply

Email cover letter and resume to James Siu, [hr@caldwellfirstnation.ca](mailto:hr@caldwellfirstnation.ca)

Applications MUST include:

Current Cover Letter

Current Resume

Application deadline: 2021-04-21