



# 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.Links 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

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# Job Board Posting



Careers.Indigenous.Link

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## Finance And Administration Assistant

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>CE-4F-92-14-CF-E8</b>  |                  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=CE-4F-92-14-CF-E8">https://careers.indigenous.link/viewjob?jobname=CE-4F-92-14-CF-E8</a> |                  |
| <b>Company</b>        | Association Of Native Child And Family Services Agencies Of Ontario   |                  |
| <b>Location</b>       | Toronto, Ontario  |                  |
| <b>Date Posted</b>    | From: 2022-02-18  | To: 2022-08-17   |
| <b>Job</b>            | Type: Full-time   | Category: Office |
| <b>Job Start Date</b> | Immediately   |                  |
| <b>Job Salary</b>     | \$49,000- \$62,000 per year   |                  |
| <b>Languages</b>      | English   |                  |

### Description

Position Title : Finance and Administration Assistant

Reports To: Director of Finance and Administration

Classification: Permanent, Full-Time

Salary Range : \$49,000- \$62,000

Location: Toronto, Ontario

Posting Date: February 1, 2022 (Posted Until Position Filled)

Position Summary :

Reporting to the Director of Finance and Administration, the Finance and Administration Assistant is responsible for all Accounts Payable, Accounts Receivable, Payroll and Human Resources functions of the Association of Native Child and Family Services Agencies of Ontario (the Association).

Responsibilities and Skills:

The Finance and Administration Assistant will ensure the timely and accurate payment of program and administrative expenditures including office and related costs, staff travel expenses and bi-weekly payroll, training department invoicing, assist with staff recruitment processes, and associated Health Benefits and Pension Plan administration

### How to Apply

Please email the following items with the subject line, "Finance and Administration Assistant" to [HRgeneral@ancfsao.ca](mailto:HRgeneral@ancfsao.ca) :

I. A Cover letter outlining why you are the most qualified candidate for this role, including your experience working directly with First Nations, Inuit and Metis Peoples, Communities and Organizations.

II. Resume (include 3 work related references).

Incomplete Applications will not be considered. Only those selected will be contacted for an interview.

The position will be working remotely with the anticipation of travel for team and member meetings. Currently, our employees are working remotely and located within the Eastern Time Zone. To work in synergy, it is preferred that our applicants are working within the same Eastern Time Zone to accommodate team and client meetings.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.