



## Employment Opportunity

### Finance Support Worker

Contract to January 18, 2021

Nipissing First Nation is seeking a highly motivated individual to fill the position of Finance Support Worker. Under the supervision of the Chief Financial Officer, this position will support a variety of Finance department functions related to accounts receivable, while providing general clerical and administrative services to support financial processes within established policies and procedures.

#### **QUALIFICATIONS:**

- Must be a registered Nipissing First Nation member;
- Must have Secondary School diploma or equivalency, Post-Secondary education considered an asset;
- Must have experience working in an office setting;
- Must have knowledge of accounting, with an understanding of best practices;
- Must have strong working knowledge of Microsoft software suite, with advance knowledge of Microsoft Excel;
- Must have working knowledge of accounting software programs, direct experience with AccPac for Windows considered asset; and
- Must have a "G" licence and access to a reliable vehicle.

#### **REQUIRED SKILLS AND ABILITIES:**

- Must be highly organized with strong attention to detail;
- Must demonstrate strong work ethic with ability to multi-task, meet deadlines, and create/follow schedules;
- Must have strong sense of responsibility and be able to work with minimal supervision (self-starter);
- Must have strong analytical and reconciliation skills;
- Must display initiative, excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public;
- Must have the ability to work in a fast paced environment and perform well under pressure;
- Must be flexible, punctual and reliable; and
- Must demonstrate a high level of sensitivity to First Nation issues.

#### **DUTIES INCLUDE:**

- Provides clerical and administrative support, and performs related duties;
- Assists accounts receivable function, including the receipt, recording and monitoring of all First Nation revenues (i.e. grant/funding revenues, service charges, rents, renovation and mortgage loan repayments, fees, charges and fines) in accordance with the Nipissing First Nation's Financial and Procedures Policy and bylaws.
- Ensures receipt of revenues owing; pursues accounts in arrears and recommends compliance in accordance with the First Nation financial administration policies.
- Answers inquiries directly and by telephone, and provides accurate information to the public.
- Assists in the maintenance of the filing systems.

**The successful candidate will require a current CPIC.** Qualified applicants are invited to submit letter of interest and resume with three (3) current references no later than 4:30 p.m. on **Friday, October 30<sup>th</sup>, 2020** to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation  
36 Semo Road, Garden Village, ON P2B 3K2  
Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**

*Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC*