
DELAWARE NATION JOB POSTING

Finance Clerk

Finance Department

The Delaware Nation Council is seeking a dedicated, and self-motivated individual who will assist the Financial Controller, to maintain the financial records.

OBJECTIVE

To maintain accurate financial records, and to provide financial information on a timely basis as required by the financial policy.

REPORTING

This position reports and is under the direct supervision of the Delaware Nation Financial Controller.

DUTIES & RESPONSIBILITIES

- Responsible for the accuracy and timeliness of financial information.
- Prepare bi-weekly payroll, with 3 segments of employment, and manual human resource allocations
- Maintain accounts payable record keeping, with manual cheques and electronic transfers
- Assist in reconciling bank, credit card and other General Ledger accounts
- Prepare and record purchase orders
- Prepare bank deposits, issue receipts as needed
- Assist in other accounting related duties.
- Complete online bank bill payments, download statements.
- Promotes and maintains positive relations with all staff and outside agencies.
- Other clerical duties assigned from time to time as required.
- Ability to maintain confidentiality.
- Strong team player required

QUALIFICATIONS

- Accredited college in accounting and/or two years related experience.
- Experience using Sage 300, ACCPAC.
- Strong analytical and organizational skills, with good attention to details.
- Working knowledge of Microsoft Outlook and Excel.
- Excellent verbal and written communications.
- Ability to multi-task.
- Ability to work effectively under the pressure of deadlines.
- Above average attendance, and punctuality is a must.



Job Summary

Location:

Delaware Nation
Administration Office
14760 School House Line
Thamesville, Ontario
N0P 2K0

Term:

Full-time
35 hour per week
8:30 to 4:30

Salary:

TBD

Closing Date:

November 25th 2022
4:00 pm

CLOSING DATE FOR APPLICATIONS

Interested candidates, please submit a **Cover Letter, Resume, and 3 references (2 work related & 1 personal)** to:

Interim Director of Operations
Eelūnaapéewi Lahkéewiit Administration Office
14760 School House Line,
Thamesville, Ontario N0P 2K0

Marked: CONFIDENTIAL – Finance Clerk

By: NOVEMBER 25th, 2022 @4:00 p.m.

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.

Anushiik to All That Apply.