



# Aamjiwnaang First Nation

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Finance Clerk

**Location:** Sarnia, ON

**Duration:** Permanent

**Posting Closes/Deadline:** September 10<sup>th</sup>, 2024

**Tentative Interview Date(s):** September 16<sup>th</sup>-17<sup>th</sup>, 2024

### Position Summary

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The Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Clerk must comply with established policies and procedures.

### Responsibilities

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Perform the day to day processing of financial transactions to ensure that finances are maintained in an effective, up to date and accurate manner.

### Main Activities

- Receive and verify payments
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices for accounts receivable as required
- Prepare batches of invoices for data entry
- Process backup reports after data entry
- Maintain listing of accounts receivable
- Maintain the general ledger
- Print and distribute monthly financial reports
- Prepare invoices as required

### Provide administrative support in order to ensure effective and efficient office operations

- Maintain inventory files
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

### Provide receptionist services

- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries
- Collect money and provide receipts
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### Other

- Other duties as assigned.

### Minimum Requirements

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- Completion of the Ontario Secondary School diploma
- Post Secondary Diploma in Accounting or Administration
- Experience with Sage 300 is an asset

## **Other Considerations**

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In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

## **Application Process**

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If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5

Attention: Ashley Fisher, Human Resources Officer

Or

[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)

Or

519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)