



EMPLOYMENT OPPORTUNITY

(2nd Posting)

The Southern First Nations Secretariat is now accepting applications for the position of:

Finance Assistant (SUMMER STUDENT)

** Eligible participants are aged 15 to 30 inclusively **

POSITION REPORTS TO: Finance Administrator

WAGE/ HOURS: \$16.00/hour
22.5 hours per week (flexible hours available)

POSITION SUMMARY: Under direct supervision of the Finance Administrator, the Finance Assistant (Summer Student) will be responsible for assisting with the tasks related to accounting and finance.

DUTIES & RESPONSIBILITIES:

- Receiving and verifying vendor invoices or expense claims, receiving appropriate approvals, coding and entering data into accounting software.
- Assisting with preparation for annual audit.
- Managing weekly cheque run for mailing.
- Generating cash flow reports & monitoring.
- Month-end reporting.
- Assisting with budgets.
- Responding to departmental inquiries, regarding expenditure coding, document processing and other.
- Accounting related activities.
- Completion of bank, credit and other account reconciliations.
- Assisting with financial record-keeping, including the processing of payables, receivables and recording of general journal entries.
- Ongoing maintenance of accounting documents and related files.
- Assistance in the preparation of statistical, financial and other accounting reports.
- Other related accounting duties, as assigned.

QUALIFICATIONS:

- Previous work experience within a First Nation community/organization, an asset.
- Previous finance/administrative work experience, an asset.
- Computer skills (i.e. Microsoft Office - Word, Excel, Outlook).



- Good understanding of accounting principles and basic accounting skills
- Must have the ability to work remotely, independently or in a team environment.
- Working knowledge of the SAGE300 (AccPac) accounting software, an asset.
- Bondable
- Detailed oriented and excellent analytical skills
- Excellent oral, organizational and written communication skills.
- **Applicants must be between the ages of 15-30 years of age, a full-time student and returning to school in the fall of 2022.**

Closing Date: Friday, May 27, 2022 at 4:00 p.m.
Interviews are tentatively scheduled for Wednesday, June 1, 2022

Length of Position: 12 Weeks
(June 6, 2022 – August 26, 2022)

Please submit via email a cover letter, resume, and three current written employment and/or character references to:

Annette George, Finance Administrator
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Fax: (519) 692-5976
Email: finance.administrator@sfns.on.ca

**Please clearly mark your subject line:
"Confidential – Finance Assistant (Summer Student)"**

Please ensure to include your contact information including phone number and email address in your cover letter/resume.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.