



---

## **EMPLOYMENT OPPORTUNITY**

(3rd 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  
37.5 hours per week

**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, June 24, 2022 at 4:00 p.m.  
Interviews are tentatively scheduled for Thursday, June 30, 2022

**Length of Position:** 8 Weeks  
(July 4, 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](mailto: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.*