



**NIAGARA  
PENINSULA  
ABORIGINAL  
AREA  
MANAGEMENT  
BOARD**

**HERE WE GROW AGAIN!  
SEEKING MOTIVATED TEAM PLAYERS!  
2<sup>nd</sup> POSTING**

The urban Aboriginal youth we serve will have increased confidence, self-esteem and leadership abilities. They will develop skills and a strong attachment to the workforce that will make them more employable and provide them with greater stability. NPAAMB will be a leader in supporting our youth as they transform into leaders contributing to their communities.

**The Niagara Peninsula Aboriginal Area Management Board is currently seeking:  
FINANCE CLERK – Head Office**

**42 Months Full Time Position (40 Hours per week)**

**Location: 50 Generations Drive, Ohsweken ON**

Under the direction of the NPAAMB Finance Manager, the Finance Clerk will be primarily responsible for maintaining contracts listings, Bank Reconciliations, Credit card reconciliations on a daily basis using Simply Accounting; assistance with completion of monthly financial reports and; and maintaining appropriate financial documentation through an organized system of filing.

**Main responsibilities include:**

Regularly update and maintain client contracts listing; contractor listing; T4A summary listings using Excel worksheets. Reconcile all NPAAMB bank accounts using bank statement on monthly basis; submit for review and approval by Finance Manager. Assist Finance Manager to clear and outstanding and/or stale dated cheques on quarterly basis. Reconcile all NPAAMB credit cards using credit card statement on monthly basis; submit for review and approval by Finance Manager and Executive Director

**The successful candidate will have demonstrated proven experiences with:**

- Strong working knowledge of generally accepted accounting principles
- Above average working knowledge and proficiency with Excel
- Working as part of a team and independent to ensure deadlines are met
- Consistently demonstrates responsibility and accountability in all work processes
- Strong planning, time management, and analytical skills
- College diploma in Business Administration, Finance, Accounting or related field
- 1-3 Years' experience in Finance role with bookkeeping functions

**The successful candidate must have a valid driver's license and ability to travel within Southern Ontario to other office locations to fulfill the duties of the position.**

**Mail, Courier or email your Resume and/or CV, and 3-work-related references, to the attention of:**

**Brandee Sandy, Office Manager  
recruitment@npaamb.com**

**Niagara Peninsula Aboriginal Area Management Board  
50 Generations Drive, 2<sup>nd</sup> Flr. | Box 9 | Ohsweken ON N0A 1M0**

An e-copy of the job description is available upon request from Brandee Sandy, Office Manager at [recruitment@npaamb.com](mailto:recruitment@npaamb.com)

**Closing Date: Friday, December 8, 2017 by 12 pm | Start Date: immediately |  
Salary range: \$40,000 - \$46,200 per annum**

*All offers of employment are contingent upon receipt and acceptance of Vulnerable Sector CPIC*

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted. An Equal Opportunity Employer. **PREFERENCE TO QUALIFIED CANDIDATES OF ABORIGINAL DESCENT WILL BE GIVEN**