



Employment Opportunity

Caldwell First Nation is seeking qualified applicants for the position of:

Finance Clerk

Position Summary:

The Finance Clerk will be responsible for performing a wide variety of finance duties in support of the Senior Finance Officer. Responsibilities include performing the day-to-day bookkeeping functions, such as reporting, filing and related administrative duties as required for the Caldwell First Nation.

Duties:

- Ability to perform accounting functions with minimal supervision
- Assist with budget development
- Assist with rental properties & farming operation
- Process payroll, benefits and direct deposit
- Prepare & Issue T-4's
- Accounts payable, expense requisitions and cheques
- Accounts receivable invoicing & deposits
- Government remittances
- Bank reconciliations
- Year-end audit preparation
- Filing

Qualifications:

- Post-Secondary diploma in accounting or business administration
- Knowledge of Sage 300 Accounting Software
- Proficient in Microsoft Office programs

Requirements:

- Ability to work in a team environment and individually
- Demonstrate clerical accuracy & efficiency working with numbers
- High standard of ethics and maintain confidentiality
- Time management skills
- Provide a current CPIC

Salary: Based on experience and qualifications

Position: Part Time Employment Three (3) days a week – flexible schedule

Deadline Date: ~~Friday~~, January 15th, 2018 at 12:00 pm (noon)

Applications MUST include:

Current Cover Letter

Current Resume

Three (3) References with contact information

All applications must be submitted in person, mail or email no later than the above deadline to:

Attention: Allen Deleary, Director of Operations
Caldwell First Nation
14 Orange Street
Leamington, Ontario
N8H 3V7
519.322.1766
Email: allen.deleary@caldwellfirstnation.ca

Please mark your envelope or subject line: **"CONFIDENTIAL – DIRECTOR OF OPERATIONS"**

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