

RECEIVED
JUL 4 2018



EXTERNAL JOB POSTING - REPOST

Posting Period: July 4 – 18, 2018 @ 4:30p.m.
Position: Financial Assistant/Bookkeeper
Location: Gathering Place by the Grand
Job Status: Permanent, Full-time
Hours of Work: 35

SUMMARY

Reporting to the Financial Controller the Financial Assistant/Bookkeeper will perform various administrative/financial functions to support the Development Corporation. The candidate must possess current work experience with Sage 300 Accounting System specifically in A/P, A/R and G/L, exceptional communication, organizational, and multi-tasking skills. The chosen candidate will serve as a point of contact for the Finance Department and work within the policies and procedures established by the Six Nations of the Grand River Development Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Track and distribute invoices, account statements and other financial documents according to established procedures, using manual and computerized systems.
- Responsible for the review incoming department invoices for correct authorization and processing all accounts payable.
- Must be experienced in the invoicing process.
- Input and verify information in the general ledger, accounts payable and accounts receivable.
- Perform related clerical duties, such as maintaining filing and record systems, completing reports and answering enquiries.
- Prepare bank deposits on a daily basis.
- Create month end reconciliation for Accounts Payable, Accounts Receivable and Bank Accounts.
- Edit first drafts of various correspondence as needed regarding Accounts Payable.
- Act as a point of contact for the Finance Department in answering calls, and responding to financial inquiries.
- Assist in year-end activities as required.
- Handle sensitive and confidential information relating to the activities of the Corporation
- Perform other administrative duties as required.

For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details

SUBMISSION PROCESS:

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at HRdept@sndevcorp.ca:

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at www.sndevcorp.ca/careers.

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Thank You



FINANCIAL ASSISTANT/BOOKKEEPER (Updated)

SUMMARY

Reporting to the Financial Controller the Financial Assistant/Bookkeeper will perform various administrative/financial functions to support the Development Corporation. The candidate must possess current work experience with Sage 300 Accounting System specifically in A/P, A/R and G/L, exceptional communication, organizational, and multi-tasking skills. The chosen candidate will serve as a point of contact for the Finance Department and work within the policies and procedures established by the Six Nations of the Grand River Development Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Track and distribute invoices, account statements and other financial documents according to established procedures, using manual and computerized systems.
- Responsible for the review incoming department invoices for correct authorization and processing all accounts payable.
- Must be experienced in the invoicing process.
- Input and verify information in the general ledger, accounts payable and accounts receivable.
- Perform related clerical duties, such as maintaining filing and record systems, completing reports and answering enquiries.
- Prepare bank deposits on a daily basis.
- Create month end reconciliation for Accounts Payable, Accounts Receivable and Bank Accounts.
- Edit first drafts of various correspondence as needed regarding Accounts Payable.
- Act as a point of contact for the Finance Department in answering calls, and responding to financial inquiries.
- Assist in year-end activities as required.
- Handle sensitive and confidential information relating to the activities of the Corporation
- Perform other administrative duties as required.

ADDITIONAL SKILLS AND ABILITIES

- A strong work ethic with a focus on accuracy and attention to detail.

- The ability to perform well under pressure and to assess and prioritize workload.
- Strong communication and organizational skills.
- Strong team player with a positive attitude.
- Excellent time management skills. Ability to handle multiple priorities.
- Demonstrated professionalism and an understanding of the importance of confidentiality.
- Ability to embrace and champion change.
- Reliable and able to work independently.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Must be able to prove current work knowledge of SAGE300 accounting system (A/R, A/P, & G/L)
- A Post-Secondary Diploma in Business Administration or Accounting or Finance related business field or a Secondary School Diploma (or equivalency)
- A minimum of five (5) years current work-related experience in bookkeeping and/or accounting
- Proficient in Excel, Word, and Microsoft Office.
- Good verbal and written communication skills.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.
- Must have an insured vehicle with a valid Class "G" driver's license Flexible (extra hours may be required on occasion).
- Must pass a police record check.

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

CULTURE

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities. Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Government Agencies, Council Members, Human Resources, Development Corporation Staff, Tourism Partners, Maintenance Contractors, Business Partners, and Vendors.

WORK ENVIRONMENT

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.

- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

DEMENSIONS (FINANCIAL/STAFF)

Access to sensitive and confidential business records.
Point of sales balancing and bank deposit reconciliation.

REPORTS TO

Financial Controller



APPLICATION FOR EMPLOYMENT

Position		
Job Title:		
Posting End Date:		
General Information		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
Three References		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		

Availability

Are you legally able to work in Canada? Yes ____ No ____ Date Available to Start Work: _____

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.

Applicant's Signature:

Date:

Please Note:

- * Attach cover letter and resume
- * Police Record Check and copies of education will be required at time of offer of employment