



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

FINANCE TRAINEE 039-19
FINANCE, CENTRAL ADMINISTRATION
(Full-Time)

Applications will be received by Six Nations Elected Council and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, February 15, 2019, for the Finance Trainee with Finance, Central Administration Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Reports to and works under the direction and supervision of the Finance Manager. The Finance Trainee shall assist the Director of Finance and Financial Manager in ensuring all bank accounts and other general ledger accounts are reconciled. The Finance Trainee shall assist the Finance Manager and Director of Finance by performing financial services for the Six Nations Finance Department within the policies and procedures established by Six Nations Elected Council for the Finance Department.

Type	Full Time
Closing Date	February 15, 2019
Hours of Work	Monday – Friday 8:30am – 4:30pm
Wage	To Be Determined

BASIC QUALIFICATIONS:

- College Diploma in Accounting, Bookkeeping or related field and zero years of related work experience; OR completion of Grade 12 (or Equivalency – G.E.D.; Ontario Basic Skills Level 4) and one (1) year of related work experience in Bookkeeping or Accounting
- Must have good working knowledge of Microsoft Office and accounting software
- Possess willingness to take direction and instruction
- Possess initiative and the ability to work independently
- Must be Bondable and willing to undergo a Security Clearance

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Email – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to recruitment@sixnations.ca. Please ensure that the **SUBJECT LINE** of your email states:
Finance Trainee – Full Time – 039-19

Method #2: Mailed or Hand Delivered – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Finance Trainee – Full Time – 039-19
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



FINANCE DEPARTMENT

POSITION TITLE: Finance Trainee

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Finance Manager

PURPOSE & SCOPE OF THE POSITION:

To assist the Director of Finance and Financial Manager in ensuring all bank accounts and other general ledger accounts are reconciled.

To assist the Finance Manager and Director of Finance by performing financial services for the Six Nations Finance Department within the policies and procedures established by the Six Nations Council for the Finance Department.

RESPONSIBILITIES:

FINANCIAL

- Prepares all bank reconciliations for the various bank accounts
- Post journal entries and reconcile accounts, maintain general ledgers and prepare financial and year end statements
- Set up all Ontario First Nations Limited Partnership (OFNLP) commitments in the general ledger
- Prepares cheques and validates authorization for disbursement from the OFNLP Account
- Prepare OFNLP monthly and annual reporting
- Process, verify financial records and establish, maintain and balance various accounts using manual and computerized accounting systems
- Research and resolve discrepancies with and attend audit meetings with Canada Customs and Revenue Agency.
- Assist Director of Finance with legal/litigation maintenance and processing
- Provide support for Finance Controller, Payroll Officer and Accounts Payable
- Assist Director of Finance by processing the annual reconciliation reports for filing to Canada Customs and Revenue Agency for T4's and WSIB for all departments
- Process calculations and distribute NEER reports for all departments
- Process and filing of GST rebate applications
- Perform other related duties as may be required by the Finance Manager and Director of Finance.

INSURANCE ADMINISTRATION

- Assist with writing summary reports of assets for insurance coverage and tender process
- Assist with process enrolments, cancellations, claims transactions, policy changes and premium payments

WORKING CONDITIONS:

Work is subject to numerous deadlines and interruptions; involves some mental stress; require little travel (i.e. supplies)

WORKING RELATIONSHIPS:

With the Finance Manager

Receives direction, instruction and supervision, interacts to ensure tasks are done efficiently and effectively.

With other Staff/Departments

Courtesy, cooperation and teamwork with all staff. Interacting with all departments on a daily basis.

With External Agencies

Represents and promotes Six Nations interests related to the Finance Department in a courteous, positive and professional manner; maintains awareness of policy and program changes; seeks to develop sound professional working relations.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- College diploma in accounting, bookkeeping or related field and three (3) years of related work experience; OR completion of Grade 12 (or Equivalency – G.E.D.; Ontario Basic Skills Level 4) and 1 years of related work experience in bookkeeping or accounting
- Must have good working knowledge of Microsoft Office and accounting software
- Possess willingness to take direction and instruction
- Possess initiative and the ability to work independently
- Must be bondable and willing to undergo a security clearance

IMPACT OF ERROR:

Errors may result in misinformation being given. Errors could result in financial loss or financial and legal liability

CONTROLS:

Guiding principles set by the Director of Finance. Works within the administrative policies and procedures established by Six Nations Council for the Finance Department and other legislation provided by the respective government agencies, and works under the respective government agencies, works under Generally Accepted Accounting Policies, procedures and standards contained in the C.I.C.A. handbook and rules of professional conduct.



**APPLICATION FOR EMPLOYMENT
With the Six Nations Council**

PART I GENERAL INFORMATION

Name of Position You Are Applying For (Job Title)			Closing Date of Position		
Name of Applicant:	First Name	Initial	Last Name		
Band Name and Number (if applicable)					
Mailing Address (R.R.#, Blue # & Address)			Home Telephone No.	Cell Phone No.	
City or Town or Village	Province	Postal Code	Email Address		
Do you require accommodation, please indicate? _____	Do you have a valid Class G driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application and contact applicant to assist in obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions do require that the applicant must undergo a medical examination as it pertains to the position being applied for. Are you willing to undergo a medical examination if it is required? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY	
I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. _____	
2. _____	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date