



Full Time Finance Assistant

K.L. Martin & Associates Corp. is a privately owned Indigenous technical consulting firm based in Six Nations of the Grand River in Ohsweken, Ontario. The firm has extensive experience in project initiation, planning, feasibility studies, design, construction, and maintenance planning, working closely with First Nations communities to support infrastructure and community development projects.

We are seeking a motivated and detail-oriented individual to join our team in a role providing administrative and financial support to the Finance Department. This position offers an excellent opportunity to gain experience in accounting and financial administration.

The successful candidate will report to the Finance Manager and assist with day-to-day financial operations, including data entry, accounts payable and receivable, payroll support, financial record maintenance, and general administrative duties.

Responsibilities

Qualifications

The following duties represent the primary responsibilities of the position. This list is not exhaustive but provides a general outline of the expectations associated with the role.

- Financial Administration & Data Entry
- Accounts Payable
- Accounts Receivable
- Payroll Support
- Banking & Financial Reconciliation
- Financial Reporting Support
- Administrative Support

- Post-secondary education in Accounting, Business Administration, or Finance preferred.
- Entry-level position: 1-2 years experience in accounting support, bookkeeping, or office administration is an asset.
- Basic understanding of accounting principles (GAAP).
- Valid Ontario "G" Driver's License and access to reliable transportation.

Salary will start at \$45,000.00/year to \$52,000.00/year based on experience.

A full Job Description is available upon request. Interested individuals should send their cover letter, resume, and references no later than, Wednesday, April 1st, 2026 @ 5pm in confidence, to:

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