



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



Head Office
78 First Line Road - Unit 202, Box 8
New Credit Commercial Plaza
Hagersville, ON N0A 1H0
(905) 768-3399

Brantford Service Centre
195 Henry Street - Building #4, Unit #3
Brantford, ON N3S 5C9
(226) 493-0225

Thunder Bay Service Centre
1159 Alloy Drive - Suite 202
Thunder Bay, ON P7B 6M8
(807) 623-9595

Atikameksheng Anishnawbek
609 Gabode Drive
Naughton, ON P0M 2M0



info@ofntsc.org



ofntsc.org

Finance Clerk II

Location: New Credit

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

This is an excellent opportunity for a dedicated and detail-oriented Finance Clerk to become a valuable member of our team at OFNTSC. Reporting to the Finance Controller, the Finance Clerk II will be essential to our financial operations, ensuring accuracy and efficiency in all financial tasks. This role demands high precision, excellent organizational abilities, and a solid grasp of financial principles and practices.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Maintain and support OFNTSC's payroll processing functions to ensure that employees are paid in a timely and accurate manner.
- Prepare and process the bi-weekly payroll; Collect and calculate employee timesheet data for prompt and accurate payroll processing; assist in maintaining a structured payroll filing system.
- Ensure accuracy and timely submission of payroll remittances, pension, and benefits payments.
- Administer OFNTSC's Time and Attendance application.
- Prepare annual T4s and Records of Employment (ROEs) as required.
- Generate and process invoices; follow up on outstanding customer accounts; and maintain accurate accounts receivables records.
- Maintains accounting ledgers by verifying and posting account transactions.
- Assist with maintaining the filing system in accordance with OFNTSC file and record management procedures.
- Assists in the preparation and execution of month-end and year-end audit procedures.
- Verify and reconcile vendor accounts with monthly statements and related transactions.
- Reconcile HST/GST accounts and prepare and process claims/payments with the Canada Revenue Agency (CRA).
- Assist the Finance Clerk (1) as needed and act in their capacity during their absence.
- Other duties and tasks as assigned by the Finance Controller.

Qualifications:

- Completed a college or university program in Finance, Business Administration, or Commerce.
- 1-3 years of relevant work experience in accounting or finance.
- Strong understanding of general accounting principles.



- Must possess strong analytical skills and attention to detail.
- Excellent problem-solving abilities and an aptitude for numbers.
- Self-motivated and able to work independently and as part of a team.
- Proficiency in Microsoft Office programs and Google Suite.
- Working knowledge of Sage 300 and Sage Time & Attendance would be an asset.
- Sensitivity to the unique needs of First Nations peoples.
- Must be bondable.

Conditions:

- Some out-of-town traveling is required through the province of Ontario.
- Reliable, insured vehicle and Valid Ontario Class G driver's license

*Priority will be given to First Nations applicants who meet the mandatory requirements.

Come join our growing
organization!

• • • • •

Abi wiiji'en ndo
wiiji-nakiindwin myaajiiging

• • • • •

Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.



APPLY HERE

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org, or by calling 1-226-493-0225.

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName_FirstName_Finance Clerk II]**.

We thank all applicants, however, only those receiving an interview will be contacted.

