



EMPLOYMENT OPPORTUNITY

FINANCE ASSISTANT

Salary: Commensurate with WRFN Salary Grid

Whitefish River First Nation is dedicated to creating a self-governing, inclusive community of confident, culturally-skilled lifelong learners.

The Whitefish River First Nation is seeking a motivated individual to fulfill the role and responsibilities for the position of Finance Assistant. As the Finance Assistant, the successful applicant will be responsible for the following:

Responsibilities:

- Assisting with the administration of all payroll functions of the Whitefish River First Nation
- Assisting with the administration of the band Pension and Employee Benefits programs
- Assisting with the management of accounts payables
- To assist the facilitation of all required government reporting regarding payroll, pension, accounts payables, and tax rebates
- To assist in the maintenance of the financial filing system and maintain confidentiality at all times
- To assist program managers with reporting to funders
- Attend any required training for staff development
- Keep up to date with SAGE 300, web based, and related software
- Other related duties as required by Whitefish River First Nation

Qualifications:

1. Diploma/Degree in Accounting, Business or related field; College Certificate in Bookkeeping or relevant experience working in finance within a First Nations organization is preferred
2. Experience in Accounts Receivable is an asset
3. Experience in Payroll administration and Accounts Payable is an asset
4. Experience in Pension and Benefits administration is an asset
5. Computer skills in Sage 300 accounting software or other accounting software; Microsoft Excel
6. Excellent verbal, written and interpersonal communication skills
7. Knowledge of Aboriginal culture
8. Valid Class G Driver's License and access to a vehicle is an asset

Deadline: Until position is filled

Applications will be accepted via email, fax, and mail or in person to the attention of:

CONFIDENTIAL:
Human Resources

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: applications@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted and include the following;

Cover letter, current resume, copies of qualifications, and 2 employment related (recent) reference letters

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