



KINA Gbezhgomi Child and Family Services
Employment Opportunity
Location: Manitoulin/Sudbury

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs and customs

FINANCE CLERK

(1) FULL TIME POSITION - PERMANENT

LOCATION: MANITOULIN/SUDBURY

Job Overview:

The Finance Clerk is responsible for performing financial, administrative, and clerical services for the agency's day to day operations under the direct supervision of the Finance Supervisor. The Finance Clerk will be trained to perform various tasks within Accounts Payable, Accounts Receivable, Payroll, Benefits and Electronic Filing Systems. All KGCFS employees are expected to participate and respect the Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being as part of adhering to the agency's mission statement, vision statement, and service principals.

Qualifications

Education:

A combination of any 3 or more of the following:

- Bachelor's in Business Administration in Accounting
- Business Administration Accounting Diploma from recognized/accredited College.
- 3 Year Business Administration/Accounting Diploma: Office Administration & Management from recognized/accredited College.
- 2 Year Accounting Diploma from recognized/accredited College.
- Office and Payroll Administrator Diploma (non-accredited College)

Certificates:

- Business Administration Certificate
- Canadian Payroll Association Training: Payroll I & II, Employment Standards, Year-End Procedures and Terminations
- Computerized Accounting Software Training: Accounts Payable, Payroll and Purchase Orders
- Microsoft Office Training - Word, Excel, and Access

Experience:

- A combination of any 3 or more of the following:
- Minimum 6 years' AR/AP Clerk experience.
- Minimum 1 year Finance/Accounting Clerk/ Finance Assistant experience.
- Minimum 3 years' Payroll Clerk experience.
- Minimum 2 years' Office Management/ Business Purchasing experience.
- Minimum 3 years' Receptionist experience.
- Minimum 3.5 years' KGCFS experience.
- Minimum 1 year Bookkeeping experience.

DEADLINE: OPEN RECRUITMENT UNTIL POSITION FILLED

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description. KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "**Confidential – Finance Clerk**". Include in your application a cover letter, resume, and **(3) three reference letters - two (2) employment related from recent employers.**

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax or in person, at

Human Resources – Confidential
FINANCE CLERK
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Fax: (705) 859-2195
Email: hr@kgcfs.org

KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify). Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.