



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.*

### FINANCE CLERK FULL TIME-PERMANENT

#### **OVERVIEW**

Reporting to the Accounting Supervisor, the Finance Clerk is responsible for providing accounting support in the Finance Department through the processing and completion of accounts payable and receivables. The Finance Clerk is responsible for maintaining the general ledger and preparing various financial reports. This position will respond to vendor inquiries concerning payment receipts, and invoice payments and assist in the month-end processing of accounts.

#### **KEY JOB FUNCTIONS**

##### **Accounts Payable:**

- Review invoices, purchase orders, and accounts payable to verify amounts.
- Prepare cheques and electronic payments for appropriate approval.
- Receive, verify, log, and enter invoices for goods, services, and staff expenses.

##### **Accounts Receivable:**

- Log, code and enter incoming revenue into the accounting system.
- Receive, verify, log, and enter revenues, accounts receivable, and staff reimbursements.
- Maintain a listing of accounts receivable, vendor files, and general ledger.

##### **Administration and Reporting:**

- Maintain an effective filing system.
- Prepare new finance forms as required.
- Ensure confidentiality and safekeeping of all Agency documents and records.

#### **Minimum Education**

- Diploma in Accounting or Business Administration field

#### **Minimum Experience**

- Two (2) years of experience working in a financial software system.

#### **Knowledge Requirements**

- Knowledge of Generally Accepted Accounting Principles
- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Knowledge of the Child and Family Services Act
- Excellent computer skills and MS Office software

#### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

#### **Work Site Location:**

- North Bay

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work-related references to:

Joanne Koehler, Executive Director  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijcfs.com](mailto:careers@nijcfs.com)

The application deadline is:

**JUNE 07, 2023 4:00PM**

Preference will be given to applicants of Native ancestry, please self-identify.

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

For a more detailed job description, please contact

Human Resources at [careers@nijcfs.com](mailto:careers@nijcfs.com)