



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.

FINANCE CLERK PERMANENT FULL-TIME

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, bank reconciliations and payroll. The Finance Clerk is responsible for maintaining the general ledger, preparing various financial statements and tracking Children's Special Allowances. This position will respond to vendor inquiries concerning payment receipts, invoice payments and assist in the month-end processing of accounts.

KEY JOB FUNCTIONS

Accounts Payable:

Ensure accounts are paid following Generally Accepted Accounting Principles and finance policies and procedures.

- Review invoices, purchase orders, accounts payable and VISA statements to verify amounts
- Receive, verify, log and enter invoices and requisitions for goods, services and staff expenses
- Prepare batches of invoices for data entry
- Maintain listing of accounts payable, vendor files and general ledger
- Liaise with vendors to resolve outstanding and questionable invoices
- Prepare Bank Deposits

Accounts Receivable:

Ensure revenue and funds coming into the Agency are appropriately documented and entered into the accounting system following Generally Accepted Accounting Principles and finance policies and procedures.

- Log, code and enter incoming revenue into accounting system
- Monitor customer accounts for non-payment and delayed payments
- Receive, verify, log and enter revenues, accounts receivable and staff reimbursements
- Maintain listing of accounts receivable, vendor files and general ledger
- Liaise with vendors to resolve outstanding accounts receivable

Bank Reconciliation and Payroll:

Ensure Bank Accounts are reconciled on a monthly basis and payroll is processed for bi-weekly direct deposit.

- Review and note accounts and bank statements for differences
- Verify and reconcile bank statements on a monthly basis
- Research discrepancies and notify supervisor of outcome
- Prepare and process payroll
- Verify and enter mandatory and other deductions
- Prepare T4 slips, Records of Employment, Receiver General Reports, remittances and other reports
- Set up and terminate new employees in payroll system

Administration, Reporting & Other Duties:

Complete administrative duties and adhere to Agency policies, procedures and relevant practices.

- Maintain effective filing system and prepare new finance forms as required
- Prepare financial statements, General Ledger Reports and other financial reports
- Input the Agency Annual Budget for all departments into the Accounting System
- Assist with opening and closing new and year-end accounts
- Perform clerical duties including photocopying, faxing, and preparing letters and documents
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties
- Other duties as required and assigned

Qualifications

Minimum Education & Experience

- Diploma in Accounting or Business Administration field
- Two (2) years' experience in accounting working with Sage Accpac Software

Work Site Location:

The work location will be North Bay. Our head office is located at Dokis First Nation with satellite offices in the individual First Nation communities of Wasauksing, Shawanaga, Henvey Inlet, Magnetawan, Nipissing or Wahnapiatae.

Knowledge Requirements

- Knowledge of Nijjaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Basic knowledge of the Child, Youth and Family Services Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies and teachings

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

Nijjaansinaanik 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:

Bonnie Reid, Director of Human Resources
Nijjaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijjcfcs.com or fax to (705) 223-7439

Application deadline is:

This position will remain posted until filled

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@nijjcfcs.com
or call (705)923-8400.