



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

Finance Clerk
Fixed Term Contract (6) Months with possible extension
Competition #07-0001

Reporting to the Finance Supervisor/Director of Finance, 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.

Salary: \$75,515.00 to \$88,342.00

Compensation Includes: OMERS Pension Plan Options, Statutory and Agency Holiday leave, Competitive Vacation, and more

This opportunity is for an existing vacancy

<p>Qualifications</p> <p>Minimum Education</p> <ul style="list-style-type: none"> Diploma in Accounting or Business Administration field <p>Minimum Experience</p> <ul style="list-style-type: none"> Two (2) years of experience working in a financial software system <p>Knowledge Requirements</p> <ul style="list-style-type: none"> 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 <p>Other Requirements</p> <ul style="list-style-type: none"> Must provide a satisfactory Police Records Check with Vulnerable Sector Check Must provide a Class 'G' Ontario Driver's Licence, have access to a vehicle, and have the ability to travel Must have \$1M auto insurance liability coverage Must provide a three-year uncertified Driver's Abstract 	<p>Key Job Functions</p> <p>Accounts Payable</p> <ul style="list-style-type: none"> 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 <p>Accounts Receivable</p> <ul style="list-style-type: none"> 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 <p>Administration and Reporting</p> <ul style="list-style-type: none"> Maintain an effective filing system Prepare new finance forms as required Ensure confidentiality and safekeeping of all Agency documents and record <p>Work Site Location</p> <ul style="list-style-type: none"> North Bay Office Location
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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. Accommodation is available upon request for candidates to take part in the recruitment process. Please self-identify, preference will be given to applicants of Indigenous ancestry. Only those selected for interviews will be contacted.

Detailed Job Description available upon request

Reference Checks will be required

Human Resources

Niijaansinaanik Child and Family Services
15 Charlie's Bay Road, Dokis First Nation, ON P0M 2N1
careers@nijjcs.com NIIJCS.COM

Application deadline for this position's vacancy is:

July 17, 2026 @ 4:00 PM