



Wabaseemoong Jordan's Principle
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0
☎ 807-927-2000 ext. 228

Employment Opportunity

Position: *Jordan's Principle Finance Clerk*
Location: **Kenora & Wabaseemoong**
Work Hours: Full Time Monday – Friday (9am – 4pm)
Responsible to: Wabaseemoong Jordan's Principle

POSITION SUMMARY:

Under the direction of the Program Coordinator, this position provides financial and administrative functions in order to ensure effective, efficient and accurate financial and administrative operations for Wabaseemoong Jordan's Principle Finance in all 3 locations (Winnipeg, Kenora and Wabaseemoong) and support the undertaking of all financial data collection.

RESPONSIBILITIES:

- Receive, verify, log and enter Jordan's Principle invoices and requisitions for goods, services and staff expenses.
- Verify that transactions comply with Jordan's Principle financial policies and procedures.
- Ensure ISC Claim Forms are accurately submitted.
- Prepare financial reports, general ledger reports and other financial reports as required by the Jordan's Principle Coordinator
- Perform clerical duties including photocopying, faxing, and preparing letters and documents.
- Ensure confidentiality and safekeeping of all Program documents and records.
- Submits ISC Claims for reimbursement for Jordan's Principle.
- Maintains records by scanning, recording and depositing funds as required.
- Prepare and submit monthly reports, complete timesheets and travel expense claims as required.
- Organize and maintaining filing system & manage office key system.
- Prepare Cheques on a weekly basis;
- Work closely with Wabaseemoong Independent Nation's CFO.
- Perform other duties as required.

REQUIRED SKILLS AND EXPERIENCE:

- High School Diploma; Post-Secondary Diploma in related field preferred.
- Diploma in Accounting or Business Administration field or equivalent.
- Working knowledge of Accounting Software Systems would be an asset. (Adagio, Paydirt, etc..)
- Must possess a Valid 'G' License
- Excellent oral and written communication skills.
- Good organizational, time management and prioritizing skills.
- Proficient in Microsoft Office Programs

- Ability to work independently and in a team environment.
- CPR and First Aid; ongoing renewal as required to maintain current certification, or willing to obtain both.
- Must Provide Criminal Record check, Child Abuse Registry, Vulnerable sector Registry Check
- Must Provide Drivers Abstract.
- Must be able to travel as required.

Deadline: April 3, 2023 @4pm

All interviewees must provide a vulnerable sector check and drivers abstract at time of interview.

Please send your resume to **win.jp.hr@outlook.com**