



**WABASEEMOONG
INDEPENDENT NATIONS**

**OUR NATIONS
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Employment Opportunity

Position: Finance Clerk
Term: Full Time Monday-Friday (9am-4pm)
Responsible to: NIIGONIGABOW SECRETARIAT

Government Office
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0

☎ (807) 927-2000
☎ (807) 927-2071
✉ info@wabaseemoongnations.ca

POSITION SUMMARY

We are looking for a trustworthy financial clerk to assist our company's financial department. As a financial clerk, you will be required to update and maintain our financial database and records, perform regular audits and account reconciliations, and provide customer support.

To ensure success as a financial clerk, you should be mathematically and analytically minded and demonstrate accuracy in your work. A skilled financial clerk should demonstrate detailed knowledge of accounting and bookkeeping processes and be able to quickly identify financial discrepancies.

RESPONSIBILITIES

- Preparing and processing financial documents such as bills, receipts, and invoices.
- Updating and maintaining the database, financial records, and filing systems.
- Tracking and monitoring financial transactions.
- Reviewing financial records, documents, and information to ensure their accuracy.
- Performing account reconciliations and audits.
- Reporting financial discrepancies, errors, and customer complaints to the supervisor.
- Compiling financial spreadsheets, reports, statements, and other documents, as needed.
- Providing customer service by answer questions and resolving queries and issues.
- Ensuring that the financial office supplies are maintained.
- Assisting with administrative tasks such as filling out forms, filing, and answering phone calls and emails.



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QUALIFICATIONS

- High school diploma or GED.
- Bachelor's degree in finance, accounting, or similar.
- A minimum of 2 years of experience working as a financial clerk.
- Proficiency in MS Office and accounting software such as adagio
- Excellent financial and mathematical skills.
- Good understanding of financial and bookkeeping processes and practices.
- Excellent verbal and written communication skills.
- The ability to provide excellent customer service.
- Strong organizational and time management skills.
- Valid G Class Driver's License and access to a reliable vehicle with appropriate insurance.
- Valid current vulnerable sector and criminal records check.
- Ability/willingness to travel and to work non-standard hours, after hours and week ends

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CLOSING DATE: APRIL 22, 2022

Please send your resume to judy.fobister@wabaseemoong.ca

All interviewees must provide a current Vulnerable Sector Check and Drivers' Abstract at time of interview.

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.