

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: June 10th, 2022

Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following Permanent Full Time (39.5 Hours/Week) position.

Finance Clerk Government Services Building

SCOPE OF POSITION:

The purposes of this position are:

1. Provide accounts payable, payroll and related bookkeeping, clerical and administrative services to the First Nation administrative polices and procedures established by the Chief Operating Officer and as directed by the Finance Manager
2. To perform a variety of bookkeeping, clerical and administrative services in support of the day-to-day operation of Curve Lake First Nation and its services to the public

DUTIES:

The duties and responsibilities of this position are categorized into five main functions:

1. Supports the Accounts Payable and Receivable Function
1. Verifies accounts through written confirmation of service/product originator; ensures that the purchases/sale procedures are in accordance with Curve Lake First Nation policies, procedures and By-laws

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2. Processes and records accounts payable and receivable transactions; prepares payments for approval in accordance with Curve Lake First Nation financial management policies
3. Maintains a current inventory of supplies and equipment to fulfill the financial function
4. Supports the Payroll Function
 1. Responsible for the assistance of preparation of the payroll; assists with the maintenance of payroll records, including the benefits and requisite deductions; verification of payroll submission; assists with calculations, prepares and records termination documentation and payments; assists with preparation of T4's and other income reporting documents
 2. Prepares monthly and year-end payment reports
3. Administrative, Booking and Clerical Services
 1. Answers enquiries directly and by telephone, and provides factual information to the public
 2. Prepares and summarizes information and reports as required
 3. Responsible for the development and maintenance of the Finance Department filing systems
 4. Provides clerical, bookkeeping, administrative and other related duties as may reasonably be required by the Finance Comptroller
 5. Enters journal entries/reallocations, cancels cheques and completes budget adjustment forms
6. Supports the Treasury Function
 1. Assists the accounts receivable function, including the receipt, recording and monitoring of First Nation revenues including, but not limited to, Service charges, rents, mortgage and renovation repayments, special fees, charges and fines
 2. Issues cash receipts and maintains cash receipt journal
 3. Assist in the preparation of bank deposits
4. Treaty Settlements Support
 1. Keeps the financial records and statements of any Treaty settlement contributions and payments
 2. Issues invoices regarding any settlement in partnership with other First Nations

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QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

EDUCATION:

The incumbent to this position will meet the minimum requirements that include:

Graduation from a post-secondary program in Office Administration

1. Minimum of two years progressive experience in computerized accounting and payroll administration.
2. Good knowledge, training and experience in accounting, purchasing and accounts payable procedures
3. High-level clerical skills; good knowledge of office practice
4. High-level computer and word processing skills
5. Ability to learn new software as needed
6. Excellent public relations skills, including appreciation of the need for confidentiality, tact, discretion, and a positive, cheerful, and informed approach with the public
7. Displays initiative, strong interpersonal skills, and high-level organizational skills

RATED REQUIREMENTS:

Knowledge, Skills, & Abilities:

1. Graduation from a post-secondary program in Office Administration
2. Minimum of two years progressive experience in computerized accounting and payroll administration.
3. Good knowledge, training and experience in accounting, purchasing and accounts payable procedures
4. High-level clerical skills; good knowledge of office practice
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Personal Suitability:

1. Be honest and trustworthy
2. Be respectful
3. Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
4. Be flexible
5. Demonstrate sound work ethics
6. Must demonstrate and ensure a high level of personal and professional conduct
7. Strict confidentiality in performing their duties

TERMS OF EMPLOYMENT:

This is Full-Time Term position beginning immediately. Annual salary range for this position is \$41,156 to \$44,814 on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone numbers of two most recent employment references (if employed)

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with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Agnieszka Mlynarz, Human Resources Assistant

Recruitment@curvelake.ca

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Phone (705) 657-8045 ext. 205 Fax (705) 657-8708

Deadline for Applications: Friday June 24th, 2022

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake First Nation Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.