



JOB TITLE Finance Clerk

REPORTS TO Executive Director
and/or Finance Officer

Job Purpose

Under the authority of the Finance Officer, the Finance Clerk is responsible for effectively performing clerical and financial duties. The Finance Clerk provides financial support to staff, clients, and service providers in a professional, courteous, and effective manner.

Duties and Responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

Finance Management

- Works with Finance Officer to complete all areas of the Finance Department, including invoicing, payroll, accounts payable and accounts receivable.
- Prepares and files correspondence, invoices, Accounts payable and Accounts receivable etc.
- Order and purchases office materials, as directed.
- Assists in the preparation of reports, proposals and other reports as required.
- Assists in payroll processing; Prepares time sheets.
- Explores funding opportunities and submits written proposals.

Administrative Duties

- Greets individuals entering office in a positive and upbeat manner and will provide direction and/or assistance during their visit.
- Answers phone, sorts and inputs mail, compiles invoices and matches to purchase orders, completes filing.

Training and Development

- Demonstrates knowledge and adheres to the Shkoday Abinojiiwak Obimiwedoan Personnel Policies and Procedures and Shkoday Abinojiiwak Obimiwedoan Program Operations Manual.
- Attends all Shkoday Abinojiiwak Obimiwedoan staff meetings and recommended professional development.

General Duties

- Maintains a clean and organized workspace.
- Takes direction from the Finance Officer in daily tasks pertaining to finance.
- Reviews and proofreads reports before submission.
- Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations.

Qualifications

- Completion of secondary school or an acceptable combination of education, training, and experience in a financial.
- Advanced knowledge of Microsoft Office Programs and Sage Accounting; Intermediate skill level in keyboarding and experience with modern technology.
- Current certification in Standard First Aid and Level “C” CPR is required.
- Criminal Records Check, Driver’s License Abstract, TB Skin Test, and Immunization Record will be a condition of employment.
- Knowledge of Anishinaabe Culture and traditions and experience working with Indigenous persons; ability to speak Ojibwe/Cree considered an asset.
- Ability to exercise independent judgment when dealing with confidential or sensitive materials.
- Demonstrates meticulous attention to detail and accuracy and can work with minimal supervision.
- Ability to effectively work as a team player.
- Strong time management, analytical/critical thinking, problem solving and communication skills.

Working Conditions

The Finance Clerk works in an office environment, which includes sitting for long periods, keyboarding, talking on the phone and looking at a computer monitor. The position may require occasional light lifting.

Physical Requirements

Must pass an annual medical exam and be in good health.

Apply Today
at hr@shkoday.com