



Job Opportunity

Position:	Finance Clerk
	Competition #2026-03
Conditions:	Full-Time, Permanent
Department:	Finance
Location:	865 Main Street
Closing Date:	Open until filled
Salary Range:	TBD depending on experience and education

Shawenim Abinoojii is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First Nations-led service model.

BENEFITS:

- ✓ Competitive salary
- ✓ Personal leave days and paid sick time
- ✓ Employer-matched Pension plan
- ✓ Comprehensive health and dental benefits package
- ✓ On-site parking
- ✓ Paid professional development

OVERVIEW:

Reporting to the Controller, the Finance Clerk will support the finance team. This role is responsible for Accounts Receivable, revenue auditing across multiple programs, collections, reconciliations, and monthly financial reporting. The ideal candidate is analytical, organized and comfortable working with detailed financial data.

KEY RESPONSIBILITIES:

- Perform revenue auditing for all SAI programs to ensure accuracy and compliance
- Manage Accounts Receivable for all different programs, including invoicing, posting receipts, and tracking outstanding balances
- Handle collections from Agency receivable and follow up on overdue accounts
- Perform monthly bank reconciliations and investigate discrepancies
- Complete credit card reconciliations
- Conduct monthly revenue analysis and submit reports to the Controller
- Prepare special financial reports as needed
- Maintain accurate and up-to-date financial records
- Assist with month-end close activities related to revenue and cash

- Ensure compliance with internal controls, accounting standards, and company policies
- Provide general finance and administrative support as required

QUALIFICATIONS:

- Diploma or degree in Accounting, Finance or a related field required
- Experience in Accounts Receivable, revenue auditing and reconciliation related experience required
- Strong understanding of accounting principles and financial controls
- Proficiency in accounting software and Microsoft Excel
- High attention to detail and strong analytical skills
- Strong Communication and teamwork skills
- Ability to work independently
- Demonstrate knowledge and/or understanding of First Nations perspectives, culture, and philosophies
- Must maintain a high level of confidentiality
- Ability to work in a fast-paced environment
- Must be resourceful with a high attention to detail
- Ability to prioritize tasks and effectively manage multiple priorities
- Satisfactory child and adult abuse registry checks, criminal record check with vulnerable sector search and Prior Contact Check, required

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You are also welcome to apply to recruitment@shawenimabinoojii.org or drop your resume off at our main office located at 865 Main Street.

WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT, OR METIS).