



## Job Opportunity

<b>Position:</b>	Finance Clerk
	Competition #2026-04
<b>Conditions:</b>	Full-Time, Permanent
<b>Department:</b>	Finance & Administration
<b>Location:</b>	865 Main Street
<b>Closing Date:</b>	Open until filled
<b>Salary Range:</b>	TBD depending on education and experience

**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 Controller, the Finance Clerk provides day-to-day accounting and administrative support to the finance department. This role is responsible for routine financial processing, data entry, reconciliations, and reporting support to ensure accurate and timely financial records, in compliance with organizational policies and applicable legislation.

### KEY RESPONSIBILITIES:

- Process accounts payable (AP) transactions
- Ensure invoices are processed accurately and in a timely manner in accordance with organizational policies and payment schedules
- Prepare AP payment runs, including cheques and electronic payments, as directed
- Maintain accurate and organized AP records and filing systems
- Respond to internal and external inquiries related to accounts payable
- Provide assistance during the annual audit by preparing AP related documentation
- Assist finance team members by performing other duties as requested and assigned by the Controller or Director of Finance

## QUALIFICATIONS:

- Post-secondary education in the field of Accounting, Finance or other related field required; diploma or degree preferred
- Work experience in Accounts Payable or finance-related roles is required
- Proficiency in accounting software and Microsoft Excel, required
- Strong understanding of accounting principles and financial controls, required
- 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](mailto: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).**