

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

## ***EMPLOYMENT OPPORTUNITY***

### ***Finance Clerk***

### ***Permanent***

#### **Position Summary:**

Under the direction and supervision of the Director of Finance the Finance Clerk is responsible for maintaining accounts payables, accounts receivable and other finance duties within the department based on various funding sources.

#### **Position Duties**

- Maintain files for all payments
- Maintain all receivables
- Record all payments due and issue cheques
- Issue purchase orders
- Enter data into for SAGE 300 Accounting Software for various modules
- Maintain finance files (accounts payable, accounts receivable, purchase order requisitions, personnel files, attendance records, contribution agreements, payroll etc.)
- File all documents in appropriate files.
- Cover, when required, the other positions within the finance department.
- Prepare correspondence as required.
- Assist with other duties as required

#### **Qualifications**

- Post-secondary degree or diploma in finance
- Related field experience or equivalent experience particularly with accounts receivable
- Knowledge of accounting principles
- Proficiency with SAGE 300, Microsoft Excel
- Knowledge of accounting systems
- Ability to work as a team in a fast paced environment
- Must provide a CPIC
- Knowledge of the 7 grandfather teachings
- Provide proof of COVID vaccination (2 doses)

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources  
195 Village Road, Cutler Ontario, P0P 1B0  
Fax: 705-844-2757  
Email: [hr.jobs@serpentrivern.com](mailto:hr.jobs@serpentrivern.com)  
By: November 14, 2023 at 4:00 pm

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants.*

*\*Detailed Job Description is available upon request*