

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

## *EMPLOYMENT OPPORTUNITY*

### *Finance Clerk*

### *Permanent Full-time*

#### **Position Summary:**

Under the direction and supervision of the Director of Finance the Finance Clerk is responsible for maintaining accounts payable, 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
- Accounting software use, particularly QuickBooks Online
- Maintain finance files (accounts payable, accounts receivable, purchase order requisitions, personnel files, attendance records, contribution agreements.
- 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 diploma in finance
- Recent 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

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager: Attn: Human Resources  
195 Village Road, Cutler Ontario, P0P 1B0  
Email: [hr.jobs@serpentrivernfn.com](mailto:hr.jobs@serpentrivernfn.com)  
By: OPEN UNTIL FILLED