



Nakiiwin Azheyaaksin
Employment Opportunity
Finance Officer

Summary

The Wikwemikong Co-ordinated Financial Services Unit is seeking applications from qualified individuals to apply for the position of Finance Officer. Working under the supervision of the Band Finance Manager, the Finance Officer will perform various general accounting duties for the WUT and related companies.

Job Duties

- Generate monthly financial statements for distribution to program managers, finance committee, and Chief and Council
- Review financial statements and general ledger listings with program managers, prepare adjustments as required
- Prepare and distribute transactions, then record and post transactions to the general ledger
- Perform reconciliations for various accounts
- Maintain capital asset records for additions, dispositions, amortization, insurance, etc.
- Assist program managers with preparing financial reports for funders
- Assist program managers with budgets and record budget data to the financial accounting system
- Assist other finance personnel
- Other duties as required

Requirements

- Minimum 2-year diploma in finance or accounting
- Excellent knowledge of financial management systems
- Must be proficient in Microsoft Office Suite applications
- High standards of ethics and maintain confidentiality when handling sensitive information
- Strong organizational and interpersonal skills
- Excellent written and oral communication skills
- Ability to work independently
- Ability to learn and implement new concepts
- Exercise good judgment, show initiative and be proactive
- Able to work overtime as required
- Knowledge of Anishnaabemowin and culture and committed to continual learning and development.

Salary Range: Grade 5, Step 1 - \$65,009.

Posting Date: May 7, 2025

Closing Date: Until Filled

Please submit a covering letter, resume, copies of diplomas and or certificates, and 3 work related references (within the last three years) to:

Confidential: Finance Officer Position

19A Complex Drive, PO Box 112

Wiikwemkoong Unceded Indian Reserve

Wiikwemkoong, ON P0P 2J0

erc@wiikwemkoong.ca

We thank all interested applicants. Only those selected for an interview will be contacted.

Please submit copies as there is no return of submissions.