

EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"



P.O. BOX 1001, MIGISI SAHGAIGAN, ONTARIO P0V 3H0 TEL: 807-755-5526 FAX: 807-755-5696

EMPLOYMENT OPPORTUNITY – FINANCE ADMINISTRATOR

ACCOUNTABILITY/RESPONSIBILITY

The Finance Administrator will be responsible for all bookkeeping aspects that includes the posting of invoices, issuing payments, deposits, bank reconciliations, budget preparation, audit preparation, quarterly reporting of income statements.

Program management of Eagle Lake Bingo and Fundraising, Eagle Lake Contracting, Eagle Lake Concession and Concession.

Duties & Responsibilities:

The Finance Administrator, will:

- 1) Knowledge of some accounting practices. Ensure that monies/funds received are distributed to appropriate programs and monitor programs to ensure they remain within budget.
- 2) Some experience in Microsoft word, excel and outlook is a definite asset.
- 3) Ensure purchase orders are being used by staff, payment processing and filing.
- 4) Process accounts payable, maintenance of all relevant financial documents and establish a secure filing system for record keeping and tracking processes.
- 5) Ensure follow up and sharing of necessary data when required.
- 6) Coordinate meetings with Chief & Council to obtain updates, address issues/respond to correspondence and follow up on all matters relating to the financial management of Eagle Lake Bingo Palace, Eagle Lake Fundraising, Eagle Lake Contracting, Eagle Lake Concession, Eagle Lake Recreation.

Other Critical Roles

- Knowledge of community services.
- Work with a team approach in delivery of services.
- Experience working with Microsoft Dynamics Great Plain an asset.
- Participate in identified training needs as required.
- Other duties as required or as appointed by Chief & Council or Finance Manager

Applicants can submit cover letter and resume to: Attn: Jane Peterson at political.coordinator@migisi.ca or delivery to Eagle Lake First Nation, PO Box 1001, Migisi Sahgaigan, ON P0V3H0

Application deadline date: September 15, 2023 at 12 pm.

