

# CHI MINO OZHITOOWIN

NOTICE OF CAREER OPPORTUNITY



## Finance Support Clerk

Posting Closes March 1, 2024

### JOB DESCRIPTION

Chi Mino Ozhitoowin is seeking a dedicated and skilled Finance Support professional to join our team. This full-time role, reporting to the Finance Manager, is pivotal in providing comprehensive financial support for various aspects of the organization, particularly focusing on the financial administration of training programs, stipends, and other financial duties as assigned.

### General responsibilities;

- Support the Finance Department in managing financial aspects of training programs, including budgeting, disbursement of funds, and monitoring expenditures.
- Assist in the processing of stipends for participants in training programs, ensuring timely and accurate payments.
- Contribute to financial reporting, maintaining records and documentation for all transactions related to training programs and stipends.
- Work closely with other departments to ensure smooth financial operations and compliance with financial policies and procedures.
- Help with the implementation of financial controls and procedures to ensure efficient management of resources.

### Qualifications

- A diploma or degree in Finance, Accounting, Business Administration, or a related field.
- A minimum of 2 years of experience in a finance or accounting role, preferably within a non-profit or community-based organization.
- Strong understanding of financial principles and practices, including budgeting, reporting, and auditing.
- Strong attention to detail and accuracy in financial data handling.
- Effective communication skills, both written and verbal.
- Ability to work collaboratively in a team environment and independently with minimal supervision.
- Familiarity with First Nations culture and protocols is an asset.

Competitive salary is to be determined based on education and relevant work experience. Benefits, vacation, and other compensations to be negotiated. This position will be located in Fort William First Nation.

Interested candidates are asked to submit a resume, cover letter, and attached references including the most recent employer and at least two others.

Any questions and applications can be directed to:

*Jeff Robert, Human Resources Manager*

[jrobert@cmo-fn.ca](mailto:jrobert@cmo-fn.ca)

*We wish to thank in advance all those who submit applications. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED and only the successful candidate will be notified.*