

## INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY – RE-POSTED

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**Position:** Finance Officer - Intern

**Background:**

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Finance Department provides financial and administrative support services to the Chiefs of the member First Nations, the Board of Directors, the Chief Executive Officer and the Program Managers and staff of Matawa. The Finance Department is responsible for financial and compliance reporting and maintenance of all financial activities of Matawa and its related organizations.

Matawa is inviting applications for the position of Finance Officer – Intern with the Matawa Finance Department. [This program provides first-time employment for the applicant. The applicant may not have previously participated in an internship program].

**Position Summary:**

The purpose of the Finance Officer Internship is to develop the skills and provide work experience for the intern in an actual accounting environment. The training will consist of on-the-job training with direct guidance and supervision of the current Finance Manager and Finance Officers. This training may qualify as relevant work experience for certain accounting designations.

Specific duties include recording and reconciling of the financial activities including the following functions: bank reconciliations, accounts receivable and rent collection, accounts payable and general ledger. Training in general business processes will also be provided. The intern will also receive training in payroll activities. The intern will be trained to use specific accounting software products such as Sage 50 and Sage 300.

**Preferred Qualifications and Experience:**

Appropriate candidates will be a recent graduate of a post-secondary University/College Program with a degree or diploma in the field of accounting or business administration, with a focus on, or experience with, accounting. Applicants pursuing an accredited

accounting designation over the course of the term will be preferred. Applicants must have strong analytical, evaluation and communication skills and knowledge of Microsoft computer applications and accounting Software.

Applicants will have excellent oral and written communication skills; interpersonal and leadership skills.

This position is based in Thunder Bay, Ontario. This position is a one-year contract position with the possibility of extension pending funding and a successful performance review.

**For additional information, including specific qualifications for the Finance Officer position, please view the Job Description at the Matawa website:**

**[www.matawa.on.ca](http://www.matawa.on.ca).**

Please send your cover letter and resume with three references to:

Matawa First Nations Management  
Attn: Neil Miller, Manager Finance & Administration  
233 Court Street South, 2nd Floor  
Thunder Bay, ON P7B2X9  
RE: Application

Fax: (807) 344-2977  
Email: [reception@matawa.on.ca](mailto:reception@matawa.on.ca)

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

**Application Deadline: Open until filled**

