

# Long Lake #58 First Nation

209 Otter Street  
P.O. Box 609  
Longlac, Ontario  
P0T 2A0



Tel: (807) 876-2292  
Fax: (807) 876-2757

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## Job Posting

### Finance Assistant

#### Position Overview:

Reporting to the Finance Manager, the successful candidate will be required to perform a range of diverse administrative and financial support duties for the Long Lake #58 First Nation's Finance Department working with the Finance Team while utilizing Long Lake #58 First Nation's current Accounting Software - Sage 300.

#### Responsibilities:

- Ensure Financial policies are implemented and adhered to
- Enter authorized and complete Purchase Orders daily
- Enter all Accounts Payables and remit payments
- Prepare any Accounts Receivables and monitor on a monthly basis
- Complete monthly Bank Reconciliations as needed:
- Enter and prepare payroll and reconcile timesheets as per the Finance Policy, and remit all source deductions and any year-end reports
- Administer the Benefit and Pension program
- Prepare Records of Employment (ROE) as required
- Post Journal entries and reconcile accounts, prepare trail balance of books, maintain general ledgers and prepare financial statements if required
- Assist with providing information to Program Managers
- Complete Bank Deposits
- Pick up mail on a daily basis
- Work with the auditor as required
- Any other duties as required

#### Knowledge and Skills:

- A certificate or diploma in Bookkeeping or Accounting
- Grade 12 Diploma
- At least 1 – 2 years experience working in a bookkeeper or accounting clerk position preferred
- Excellent knowledge and skills for using Sage 300, Microsoft Office/365, and/or Google Workspace/Suite along with other computer applications
- Experience working with budgets and reporting is a definite asset
- Excellent Interpersonal Skills
- Excellent Organizational and Time Management Skills
- Ability to facilitate compliance with operational procedures

- Excellent Communication, Oral and Written Skills
- Working knowledge and experience working within a First Nations environment is a definite asset
- Good team player with strong work ethics and be able to multi-task and work with minimal or no supervision.

**To apply:** Applicants are asked to submit a cover letter, resume, three references, and a current Criminal Reference Check by email or hand deliver in person to:

**Ted Muise, Human Resources Manager**

Long Lake #58 First Nation

P. O. Box: 609, Longlac, ON P0T 2A0

Email: [ted.muise@longlake58fn.ca](mailto:ted.muise@longlake58fn.ca)

**Deadline:** Wednesday, 28<sup>th</sup> October 2020 at noon

We encourage Long Lake #58 First Nation employees and band members to apply. We thank all candidates who apply, however, only those selected for an interview will be contacted.