



JOB OPPORTUNITY

Kiikenomaga Kikenjigewen Employment and Training Services is looking for a dynamic, qualified, and committed individual for the following **full-time** position:

Finance Officer (Internal/External)

Background:

KKETS provides culturally appropriate opportunities for education, training, and employment by providing professional advisory, support services, relevant systems, and programs to empower individuals to take initiative for change in their own lives.

Position Summary: Reporting to the Finance Accountability Officer the Finance Officer will be responsible for daily routine activities within the finance systems and administration systems of the organization. The Finance Officer will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

Preferred Qualifications and Experience:

The ideal applicant will have:

- 1-3 years in an office setting
- Computerized bookkeeping and/or accounting (preferably on Sage 300 formerly ACCPAC/Intacct)
- Knowledge of generally accepted accounting principles.
- Knowledge of relevant legislation (employment standards, Occupational Health and Safety, Human Rights, etc.)
- Mathematical reasoning.
- Excellent written and verbal communication skills.
- Strong problem-solving skills and ability to manage time effectively.
- Knowledge of KKETS, Matawa Tribal Council, and other Indigenous organizations.
- Fluency in Ojibway or Oji-Cree is considered an asset.

Applicants will also have excellent stress management skills, administration, government, and First Nations; and hold a valid driver's license or the ability to obtain one. *Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us*

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

Deadline: Open until filled.

Please submit a cover letter with a resume and three employer references to:

Kiikenomaga Kikenjigewen Employment and Training Services

Dave Neegan, Executive Director

RE: Finance Officer - JOB POSTING COMPETITION

523 Algoma St. N. Thunder Bay ON P7A 5C2

Or Fax to: (807) 768-4471

Or Email to: KKETS-Reception@matawa.on.ca

We thank all who are interested, however, only those candidates selected for an interview will be notified.