



CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

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Employment Opportunity

Position	Finance Clerk
Competition #	FNCC-06-2025
Salary Range	39,070 - 59,810
Location	Constance Lake First Nation
Posted	June 4, 2025
Closed	June 18, 2025 @ 4:00pm

POSITION SUMMARY:

The Finance Clerk will be responsible for providing financial and administrative support, including processing invoices, maintaining financial records, preparing bank deposits, and assisting with financial reporting. This role requires a high level of accuracy, confidentiality, and the ability to manage multiple priorities in a fast-paced environment.

PREFERRED QUALIFICATIONS:

- OSSD or equivalent; additional coursework in accounting or finance is considered an asset
- A minimum of two years' experience in finance.
- Knowledge in finance preferred
- Good written and verbal communication skills
- Proficiency in ADP, Sage 300 and Microsoft Office Suite
- Strong attention to detail and accuracy
- Strong interpersonal and communication skills
- Ability to handle sensitive information with discretion and maintain confidentiality
- Knowledge of payroll laws and regulations
- Standard First Aid/CPR Training or willing to obtain it

DUTIES AND RESPONSIBILITIES:

- Process accounts payable and accounts receivable transactions
- Prepare and reconcile bank deposits, petty cash, and credit card statements
- Maintain up-to-date and accurate financial records and filing systems
- Assist with tracking and reconciling budgets and expenditures
- Support month-end and year-end financial procedures
- Respond to financial inquiries from staff, vendors, and funding agencies
- Assist with employee requisitions for travel
- Ensure compliance with financial policies and procedures
- Perform other clerical or administrative duties as assigned

To apply: Submit cover letter, resume, and three (3) recent employment references with permission to contact, quoting competition #**FNCC-06-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.