



Position: Finance Clerk

Salary: \$62,300 – \$70,803

Hours of Work: 32 hrs

Circulation Level: Level I

Accountability: Finance Director

Employment Status: 2 years contract

Preferences: MFN Band Members

The Finance Clerk will:

- Update general ledger with new departments and accounts.
- Deletion of old accounts and departments or make inactive.
- Upkeep of budget resource binder for auditor use of and agreements.
- Input budgets and amendments from the Director of Operations.
- Input batches for posting receipts, debit machine statements, EFT/ET credits, and debits
- Input batch for posting transfers such as Employee Insurance and Heavy Equipment are sent to departments for their review.
- Edit batch for posting Payroll Reallocation / deductions of employees.
- Summarize scheduling sheets for rental buildings (Community, Council Chambers, Activity Room, Sports Complex, Child and Youth Building, Cultural Centre), Bus, Van Rentals, photocopier, and review flyer deliveries.
- Send memos to be returned by departments for input of account payment and transfers of use of service.
- Invoicing and sending out.
- Provide monthly reporting of new and outstanding invoices; Prepare for year end and auditors.
- Assist with year-end reports and review general ledgers, prepare listing for auditors, identifying outstanding revenues, prepaid expenses, miscellaneous account reconciliation.
- Input check requisitions and complete daily check run, when required.
- Complete bank deposits and payments to bank and Canada Revenue.
- Assist Accounts-Payable clerk when able.
- Provide signing authority for cheques and claim forms; Order and keep track of purchase order book use.
- Any other duties are required.

The Finance Clerk will possess the following qualifications, skills, experiences, and attributes:

- Minimum completion of college or other courses in accounting, bookkeeping or two (2) years related experience with Sage 300 in financial reporting and as a Financial Clerk.
- Strong analytical skills with the ability to interpret financial data
- Solid understanding of accounting principles, regulatory requirements and best financial practices
- Must provide a clear Criminal Records Check.
- Knowledge of government departments/agencies dealing with payroll.
- Knowledge of Mississauga First Nation programs and services.
- Knowledge and understanding of Aboriginal culture and traditions.
- Knowledge of the Occupational Health and Safety Act as it applies to the worker.
- Knowledge of the Workplace Hazardous Materials Information System.
- Excellent time management skills; Excellent computer skills with MS Office including Excel, Word, Access, and Sage 300

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Do not apply through social media.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: November 7, 2025

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.