



---

*Southwind Corporate Development Inc.*

9111 West Ipperwash Rd. Unit #8  
Kettle & Stony Point First Nation, Ontario, N0N 1J1

---

## EMPLOYMENT OPPORTUNITY

**POSITION:** Staff Accountant

**REPORTS TO:** Southwind Corporate Development Administrator

**STATUS:** Permanent / Full-time (1-year contract)

**WORK HOURS:** Monday to Friday, 8:30am – 4:30pm

**SALARY:** To be negotiated

---

### DESCRIPTION

The Staff Accountant is responsible for assisting with all Southwind Corporate Development businesses to include, its accounting practices, the maintenance of its fiscal accounting record, assisting in annual budgeting, audits, and other duties as required.

### JOB DUTIES

- Oversee the accounts payable and payroll (including but not limited to preparing checks, coding and posting invoices)
- Oversee issuing of checks/payment of invoices (manual, & EFT)
- Preparing deposits, journal entries, bank reconciliations, petty cash
- Assist with the sales, accounts receivable, & petty cash & tangible capital asset entries when necessary
- Operate in accordance with the current Financial Policy and Procedures Manual
- Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews
- Assist in maintaining policy and procedure documentation for finance and accounting issues
- Maintain an accurate and complete trail of supporting documentation for all finance and accounting issues.

### REQUIREMENTS

- Ontario Secondary School Diploma, GED, or equivalent
- Minimum 2 years of recent accounting, finance or business-related experience, and/or diploma/certificate in accounting, finance or business courses (within the past 5 years)
- General understanding of computerized accounting systems (AccPac, Word, Excel, Access)
- Must possess a current and valid driver's license and access to a dependable vehicle
- Must provide a satisfactory, and current CPIC (dated within 6 months)

**Application Deadline: October 27, 2017 – 4:30pm.** No late submissions will be accepted. Full Job Description available upon request. All interest and qualified candidates can submit their resume, cover letter, three reference letters, and copy of related diplomas/certificates to the attention of:

Jackie Kehego  
Southwind Corporate Development Inc.  
9111 West Ipperwash Road, Unit #8  
Kettle & Stony Point First Nation  
Ontario, N0N 1J1  
jackie.kehego@kettlepoint.org

Note: Only those selected for an interview will be contacted. Successful applicant will be required to provide a current CPIC, and consent to a background reference check. *Chippewas of Kettle & Stony Point First Nations gives preference to First Nations applicants for any employment opportunities as per Section 16(1) of the Canadian Human Rights Act.*