



Southwind Corporate Development Inc.

9111 West Ipperwash Rd. Unit #8
Chippewas of Kettle & Stony Point First Nation

EMPLOYMENT OPPORTUNITY

1 Year Contract

POSITION: Finance Clerk

REPORTS TO: Southwind Corporate Development Administrator

STATUS: 1 Year Contract (up to 40 hours per week)

WORK HOURS: Monday to Friday, 8:30am – 4:30pm (weekends/overtime as needed)

DESCRIPTION

The Finance Clerk is responsible for assisting with Southwind Corporate Development Inc., Point's Preference Supermarket Inc., Kettle Point Plaza, Kettle & Stony Point Gas & Convenience Inc., 9236058 Canada Inc., and all other future 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

- Prepare and process the accounts payable and payroll (including but not limited to preparing checks, coding and posting invoices)
- Prepare and process the issuing of checks/payment of invoices (manual, & EFT)
- 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 with support from the Finance Administrator.
- Maintain up-to-date, complete and systematic filing system to support accounting and finance records.
- Ability to adapt to new and changing environments as Southwind expands its business portfolio, as new businesses will increase accounting workloads.
- Assist in preparing monthly/quarterly financial statements for Board of Directors meetings and others as required.
- Perform all additional duties as required

REQUIREMENTS

- Ontario Secondary School Diploma, GED, or equivalent
- Minimum 1 year 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: Friday July 20, 2018 – 4:00pm. No late submissions will be accepted. Tentative Date for Interviews will be July 25, 2018. Full Job Description available upon request. All interest and qualified candidates can submit their cover letter, resume, references and copy of related diplomas/certificates to the attention of:

Jackie Kechego

Southwind Corporate Development Inc.

9111 West Ipperwash Road, Unit #8

Kettle & Stony Point First Nation

Ontario, N0N 1J1

Or by Email to:

jackie.kechego@kettlepoint.org

Note: Only those selected for an interview will be contacted. Applicants must consent to a full background and reference check upon hiring. *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.*