



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
Finance Support Clerk (6 MONTH- SHORT-TERM)

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| PROGRAM AREA: | Finance Department (Administration) |
| POSITION TITLE: | Finance Support Clerk |
| REPORTING PROTOCOL: | Reports to the CFO/Comptroller or designate |

POSITION SUMMARY:

The Finance Support Clerk provides day-to-day financial and administrative support to ensure accurate processing, strong internal controls, and smooth departmental operations. Supports the Finance team with data entry, reporting, filing and compliance tasks. The Clerk is responsible for the financial activities assigned to the area by the Comptroller.

NOTE: THIS POSITION IS FOR EI CLIENTS/EI REACHBACK CLIENTS OF THE FOUR WINDS COMMUNITY EMPLOYMENT SERVICES. IF YOU ARE INTERESTED IN APPLYING, YOU MUST BE A CLIENT OF FOUR WINDS.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Minimum Grade 12 with Accounting/Finance credits;
- Minimum two years experience in or related experience with a proven demonstration of skills;
- 2 year Post Secondary diploma in accounting;
- Experience in a finance or administrative support role is an asset;
- Proficiency with Sage 300 and Microsoft Excel;
- Strong attention to detail and accuracy;
- Ability to manage multiple tasks and meet deadlines;
- Strong verbal and written communication skills;
- Superior organizational and time management skills;
- Understanding of financial controls and confidentiality requirements.

SKILLSETS:

- Knowledge in accounting principles and procedures;
- Proficient level of communication skills, verbal and written as well as for presentations;
- Organizational and time-management skills, must be able to prioritize tasks and meet deadlines;
- Confidentiality and good judgement are required in regard to internal and external interfaces and access to financial and personal data;
- Ability to work efficiently and effectively with other employees and departments;
- Knowledge of the First Nation business environment;
- Knowledge and understanding of office procedures and routines;
- Team-building and leadership skills;

- Ability to assist with the preparation of reports;
- Knowledge of financial management skills;
- Computer literacy and application abilities;
- Ability to multi-task with responsibilities in a professional and productive manner.
- Ability to work under minimal supervision and take initiative as required by the business area.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – March 27, 2026, AT 4:00PM

TO: **Chippewas of Kettle & Stony Point First Nation,**
hr.assistant@kettlepoint.org
ATTN: HR- Finance Support Clerk – CKSPFN Finance

Email to: **hr.assistant@kettlepoint.org**

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT