

Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
Fax: (807) 876-2757

EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

FINANCE OFFICER

The Finance Officer is responsible for providing diverse administrative and financial support to the Long Lake #58 First Nation finance department. The Finance Officer will work with the finance team and other departments to ensure effective, consistent operation of Long Lake #58 First Nation's financial operations.

Duties and Responsibilities

- Ensure consistent and effective application of financial policies and procedures.
- Implement the FN Finance Policy and any subsequent revisions.
- Ensure daily input of authorized and complete purchase orders.
- Track and enter all Accounts Payables and remit payments.
- Prepare and track Accounts Receivables and monitor monthly.
- Complete bank reconciliations, as needed.
- Prepare and process payroll and reconcile timesheets according to Finance Policy.
- Remit source deductions and required year-end reports.
- Administer pension and benefit programs.
- Prepare Records of Employment, as required.
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers, and prepare financial statements, if required.
- Provide information and assistance to Program Managers on financial matters.
- Complete bank deposits.
- Pick up mail daily.
- Assist with audit process.
- All other duties, as assigned.

Accountability

The Finance Officer is accountable to, and is under the day-to-day supervision of, the Finance Manager.

Education and Skill Requirements

Education and Experience

- Diploma or degree in finance and administration, business or accounting.
- 1+ years experience in a bookkeeping or accounting role.
- Applicable certificate(s) preferred. (AFOA, payroll, etc.)
- Experience with Sage 300 is an asset.
- Experience working in a First Nation is an asset.

Desirable Skills

- Knowledge of GAAP and GAAS is an asset.
- Experience with funding agreements is an asset.
- Knowledge of Long Lake #58 First Nation culture and traditions.
- Exceptional time management, organizational and multi-tasking skills.
- Ability to take initiative and a willingness to learn.
- Good verbal, written, and record-keeping skills.
- Ability to make appropriate and effective decisions.

Location: Long Lake #58 First Nation

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

DEADLINE FOR APPLICATIONS IS 4:00PM, APRIL 22, 2022