



## JOB OPPORTUNITY

### **Finance Clerk**

**Animbiigoo Zaagi'igan Anishinaabek is seeking an individual to fill this position immediately.**

#### **SCOPE**

Under the direction of the Financial Controller, the **Finance Clerk**, will the Finance Clerk will be responsible for managing Animbiigoo Zaagi'igan Anishinaabek accounts payable and maintaining appropriate financial documentation through an organized system of filing. Other duties will be assigned by the Financial Controller and or the Band Administrator as necessary.

#### **KEY RESPONSIBILITIES**

- Maintaining an organized filing system for all appropriate documents.
- Store, update and retrieve financial data and prepare statements from such.
- Perform clerical duties, such as maintain filing and record systems.
- Process claims and vouchers for payment.
- Enter and match invoices with purchase orders, checking all claims for accuracy.
- Verify account codes and signatures for proper assignment of budgetary expenditures.
- Act as first line contact with vendors regarding billing problems.
- Keep Financial Controller informed of potential accounting and billing problems.
- Serve as a back-up for various accounting and administrative functions.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

- Basic understanding of general bookkeeping.
- Perform mathematical computations accurately and quickly.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability. Strong work ethic and positive team attitude.
- Ability to manage Energy and Stress effectively.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- Excellent teamwork and team building skills.
- Proficiency with Microsoft Office productivity suite.

#### **OTHER JOB REQUIREMENTS**

- Travel may be required.
- May need to provide a CPIC upon request

**LOCATION:** Beardmore, ON    **SALARY:** In accordance with AZA's approved scale

**Please forward your resume with a covering letter and three references to:**

Priscilla Graham, Band Administrator  
Animbiigoo Zaagi'igan Anishinaabek  
Box 120, Beardmore, Ontario P0T 1G0  
Email: [pgraham@aza.ca](mailto:pgraham@aza.ca)      Fax: (807) 875-2786

**We thank you for your interest, but only those granted an interview will be contacted.**