



Sandy Lake First Nation Ontario Works
P.O. Box 12
SANDY LAKE, Ontario
P0V1V0

Phone: (807) 774-5518

Fax: (807) 774-5490

JOB OPPORTUNITY

FINANCE LEAD – BOOKKEEPER

JOB SUMMARY

Under the authority and general direction of the Sandy Lake First Nation Chief and Council, and the direct supervision of the Ontario Works Administrator, the Finance Lead - Bookkeeper maintains all financial records associated with the projects managed by the Ontario Works Program.

IMMEDIATE SUPERVISOR: Ontario Works Administrator

DUTIES AND RESPONSIBILITIES

1. Maintain complete financial records including program funding received, client funding allocations, disbursements and their justification, and including:
 - a. Preparing cheques for payments to clients and program staff and other items as directed by the Ontario Works Administrator;
 - b. Balancing incoming funding and disbursements;
 - c. Preparing bank reconciliations and accounts payable;
2. Prepare monthly financial statements;
3. Monitor surpluses and deficits and recommend and initiate appropriate corrective action to the Ontario Works Administrator;
4. Prepare revenue and expenditures projections to allow for interim adjustments to program budget;
5. Prepare year end reports;
6. Assist in identifying program financial needs;
7. Prepare financial reports as required for funding agencies, and other financial reports identified by the Ontario Works Administrator;
8. Create, and keep current yearly program activity plans outlining long and short range program goals, and how implementation will be achieved;
9. Complete actions as indicated in the activity plan;
10. Prepare monthly, written activity reports and submit them to the immediate supervisor;
11. Attend staff training as required;
12. Perform other related duties as required by the supervisor, and all duties assigned by the Chief and Council.

KNOWLEDGE AND SKILLS

1. Secondary school diploma or equivalent experience;
2. Superior knowledge of accounting principles and requirements.
3. Strong mathematical skills.
4. Oral and written literacy in Oji-Cree an asset;
5. Oral and written literacy in English;
6. Interest and skill in meeting and serving the public;
7. Time Management Skills;
8. Computer skills based on data base and spreadsheet development and maintenance.

DEADLINE: SEPTEMBER 23, 2016 at NOON 12pm.

Please submit cover letters and resumes to CHRIS KAKEKASPAN at the Ontario Works Office located in the Link Building.