

ONEIDA NATION OF THE THAMES

ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Assistant to Finance Administrator **Department:** Finance
Term: One year contract – with the potential of becoming full-time permanent
Salary: \$37,000 - \$45,000

Posting Date: February 1, 2012

Closing Date: February 15, 2012 @ 4:30 pm

Summary:

The position is required to address an increased workload and backlog within the Finance Department and is a direct report to the Finance Administrator. The position will be responsible for undertaking all project work and any other duties as assigned. The education and experience of the Finance Administrator's Assistant must be at an advanced level to enable completion of the assigned projects on time and with minimal supervision.

Qualifications:

1. Successful progression to an advanced level in one of the following designated accounting programs: CA, CGA, CMA, CAFM;
2. Experience must be at an advanced level;
3. Strong spreadsheet and PC skills including aptitude for quickly learning new software applications;
4. Excellent knowledge of general accounting policies and procedures including fund accounting;
5. Working knowledge of computerized accounting software (preferably AccPac);
6. Strong research and problem solving skills are essential;
7. Must be able to take a project and complete it with minimal supervision;
8. Must be highly organized;
9. Must possess attention to detail;
10. Must be able to work with large amounts of data;
11. Must be able to quickly grasp the project or task at hand;
12. Must possess a positive attitude;
13. Must be a team player while being able to work independently.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, three (3) recent work-related references, name & telephone number only, (character references will not be accepted);
2. Copy of all applicable educational qualifications (certificates, diplomas, degrees);
3. Successful candidate will submit a – CPIC (within 1 year), prior to starting employment, at own expense.

Interested applicants should submit a complete application package to:

**Human Resource Department
2212 Elm Avenue
Southwold, Ontario N0L 2G0
OR Fax: (519) 652-9287**

- All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting;
- Only those contacted will be granted an interview;
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.

NOTE: A full job description is available by contacting the Human Resource Department @ 519-652-3244.

“People of the Standing Stone”