

**This is an exciting time to join Kunuwanimano Child and Family Services!**

## **Employment Opportunity – Finance Clerk (Non-Union) – Timmins**

**Competition #:** 23-06R

**Department:** Administration

**Location:** Timmins

**Job type:** Full-time, permanent

**Closing Date:** June 25, 2024 @ 4:30 PM

**Reports To:** Finance Supervisor

**Salary:** starting at \$42,132 per annum

### **What you will do in the role**

#### **Financial:**

- Journalizes and posts all monetary and non-monetary transactions in conformity with generally accepted accounting principles (GAAP).
- Maintains Accounts Payable and Account Receivable filing system and record retention, ensuring files are properly maintained, and information is easily accessible.
- Ensures that all payables and receivables are up to date regarding house accounts.
- Conducts banking matters as required.
- Consult direct Finance Supervisor when issues are encountered.
- Ensures all transactions follow the Financial and Human Resource Policies.
- Assists the Finance Supervisor with other departmental duties as required.

### **Just a few reasons to join Kunuwanimano Child and Family Services**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS).
- Comprehensive Health Plan including Medical, Dental, Vision, Life, and Disability Insurance.
- Competitive vacation leave.

### **What you bring to the table**

- Must possess a three-year Business Administration – Accounting Diploma.
- Must have two years accounting experience.
- Excellent verbal and written communication skills.
- Excellent technical competence with word processing and financial applications.
- Ability to work under minimal supervision.
- Ability to multi-task and work in a highly organized fashion.
- Ability to work independently and as a team member.
- Ability to work flexible hours.
- Ability to communicate in a Native Language an asset.

Please refer to our website: [www.kunuwanimano.com](http://www.kunuwanimano.com) for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume along with the requirement of educational credentials and certificates and submit by email to: [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com) or by fax to 705-266-9122.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

**Meegwetch to all applicants, however only those selected for an interview will be contacted.**