



CONSTANCE LAKE FIRST NATION  
P.O.Box 4000  
Constance Lake, Ontario P0L-1B0  
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## **JOB POSTING**

### **Finance Clerk**

#### **OVERVIEW:**

The Constance Lake First Nation is looking for a competent individual to fill the position of Finance Clerk. The Finance Clerk will assist the Finance Department in the provision of finance support services for the First Nation and its affiliates. This is a fulltime permanent position.

#### **PREFERRED QUALIFICATIONS:**

- Post secondary education in Accounting
- Experience with accounting software such as ACCPAC
- Willing & able to work as part of a team
- Some working experience in accounting or related field
- Ability to work under pressure to meet deadlines
- Maintain strict confidentiality
- Good oral and written communication skills
- Experience in maintaining filing systems, records and documents
- Must demonstrate some initiative
- Criminal record check required

#### **DUTIES AND RESPONSIBILITIES:**

- Data entry
- Maintain a filing system
- Prepare reports
- A/R and A/P functions
- Assist in the preparation of bank reconciliations
- Budget maintenance
- Other related duties

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the Band Office or by email to:

**Monica John-George, Executive Assistant**  
**Constance Lake First Nation**  
**P.O. Box 4000**  
**Constance Lake, Ontario P0L 1B0**  
**Fax: 705-463-2222**  
**Email: [Monica.john-george@clfn.on.ca](mailto:Monica.john-george@clfn.on.ca)**

**DEADLINE FOR APPLICATIONS: Friday, May 14<sup>th</sup>, 2010 at 12:00 p.m.**

Only those selected for an interview will be contacted.  
May be extended until a suitable applicant is chosen