



BIMOSE
TRIBAL COUNCIL

HEAD OFFICE:
Washagamis Bay 38A
P.O. Box 1200
Kenora, Ontario
P9N 3X7

CENTRAL OFFICE:
598 Lakeview Drive
Kenora, Ontario P9N 3P7
Ph: (807) 468-5551
Fax: (807) 468-3908

EMPLOYMENT OPPORTUNITY **Finance/HR Support Clerk**

CONTRACT POSITION: 1 Year Contract

LOCATION: KENORA

SUMMARY

Under the direction of the Comptroller, this position is responsible for the provision of financial administrative support to Bimose programs with a focus of clerical services specific to accounts payable and Human Resources.

DUTIES

- Provide clerical services by maintenance of employee records including tracking of attendance and data entry.
- Recording and maintenance of tracking logs including purchase orders, credit card and invoice logs etc.
- Accounts Payables processing, purchase orders, payment of invoices, bills, etc.
- Payroll Administration.
- Bookkeeping for Kakina Ltd.
- Maintain confidentiality in all aspects of First Nation, staff, and Tribal Council information.
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary diploma in business and/or office administration preferred.
- A combination of education and experience will be considered.
- Knowledge and proficiency of Microsoft Office with a proficiency in Excel spreadsheets.
- Demonstrated ability and knowledge in office administration as well as bookkeeping procedures.
- Demonstrated ability to enter information effectively and efficiently into a database.
- Experience and knowledge of accounting software program(s).
- Knowledge and experience of payroll processing.

ASSETS

- Ability to speak or understand the Ojibway language and culture.
- Excellent interpersonal, written, and communication skills.
- Own vehicle and a valid driver's license.
- Awareness of member First Nations and other organizations.
- Ability to work independently with minimal supervision.
- Knowledge of Adagio Accounts Payable module is highly desirable.
- Strong organizational skills.

SALARY: will commensurate with experience and education.

Along with their resume and cover letter applicants must submit a current criminal record check and three references with at least one from their last place of employment. The application must be submitted by **Monday, June 17th, 2019 at 4:00 pm. CDT**

PLEASE SUBMIT APPLICATION BY MAIL, E-MAIL, IN PERSON, OR FAX TO:

**Bimose Tribal Council Inc.
Attention: Human Resources
598 Lakeview Drive
Kenora, ON
P9N 3P7**

Telephone: (807) 468-5551 • Fax: (807) 468-3908 • E-mail: reception@bimose.ca

Late applications will be returned. Only those selected for an interview will be contacted.

Posted: June 3, 2019