



ODAWA NATIVE FRIENDSHIP CENTRE

EMPLOYMENT OPPORTUNITY **FULL-TIME: Junior Finance Clerk** **Deadline for applications: December 9, 2022**

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

JOB SUMMARY

The Junior Finance Clerk is responsible for processing of accounts receivable and accounts payable, and financial administration such as accounts reconciliation, and will perform other duties as required by the Director of Finance or Executive Director. The Junior Finance Clerk must have the ability to adapt to new technology and the ability to deal with individuals sensitively, tactfully, diplomatically, and professionally at all times.

REQUIREMENTS

- Degree/Certification in accounting, finance or related field; minimum three (3) years' experience.
- Knowledge and/or experience working in a non-profit charitable organization.
- Knowledge of accounts payable, accounts receivable, bookkeeping, maintaining general ledgers, basic accounting principles, procedures and their application.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to maintain confidentiality concerning financial and employee information.
- Exceptional computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, and e-mail at a highly proficient level.
- Proficiency in Microsoft Office and strong working knowledge of Word, Excel, and Sage 50; and the ability to adapt and embrace new technology.
- Strong communication, interpersonal and writing skills; excellent hard copy filing and digital filing management skills.
- Very effective organizational and planning skills.
- Ability to multi-task and prioritize tasks, meet deadlines, problem solve and take initiative.
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting.
- Ability to work flexible hours including evenings and/or weekends.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of the employment offer.
- Knowledge of Indigenous culture and language will be considered as an asset.

RESPONSIBILITIES

Finance Functions

- Receive and verify invoices and requisitions for goods and services.
- Ensure invoices and requisitions are supported by appropriate documentation, i.e. purchase orders, packing slips, receipts, email approvals, etc.
- Prepare and track collections of invoices and requisitions for data entry.
- Data entry of invoices and requisitions for payment.
- Email/end batch listing for review.
- Post invoices and process and post payments by cheque or direct deposit.
- Prepare vendor cheques for mailing.
- Obtain signatures for cheques.
- Maintain listing of accounts payable.
- Maintain updated vendor files.
- Scan and save all documents to the ONFC's Cloud directory for paperless filing and ensures digital or electronic signatures are on all approvals.
- Maintain, track and monitor credit card usage and charges.
- Assist in the preparation for and participate in the annual audit process providing information, account analysis, listing, etc.
- Assist in the preparation of budgets, financial reports and cash flow projections.
- Assist in the preparation of quarterly/monthly program reports and financial statements as required.

Administrative Functions

- 1) Provide administrative support in order to ensure effective and efficient office operations.
- 2) Obtain signatures for reports, contracts, etc., as required.
- 3) Review and verify travel claims.
- 4) Maintain a digital filing system for all financial documents.
- 5) Ensure the confidentiality and security of all financial files.
- 6) Implement new technology to improve financial / audit performance.
- 7) Assist in the compilation of data for various reports.

SALARY

Based on experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your COVER LETTER and RÉSUMÉ telling us why you think you'd be a great addition to the Odawa team to aarmstrong@odawa.on.ca.

Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.