



Nigigoonsiminikaaning First Nation  
Requires a  
**Finance Clerk**  
Internal Posting

Nigigoonsiminikaaning First Nation is seeking an individual with a professional work ethic and dedication to employ as a Finance Clerk.

**Position Summary:**

The Finance Clerk is a full time, administrative position that reports directly to the Finance Manager. The Finance Clerk is responsible for assisting with all aspects of the day-to-day operations of the finance department, including accounts payable, bookkeeping, payroll, banking, and administrative tasks.

**Qualifications:**

- Post-Secondary Diploma or Certificate in Accounting;
- Minimum three years bookkeeping/accounting experience;
- Experience in the administration of payroll, salary and benefits;
- Experience in the use of computer accounting systems & software (Sage, Excel, Word);
- Knowledge of Nigigoonsiminikaaning First Nation, its culture, traditions and lifestyles;
- Good written & oral communication skills, problem solving & decision-making skills;
- Must have a valid class G Driver's License and access to a vehicle

**Deadline:** Posted until filled.

**Application:**

Interested candidates are invited to submit a cover letter, resume, and three professional references. Written authorization to contact references must be included with the application.

**Nigigoonsiminikaaning First Nation**  
**Attn: Trisha Bruyere – General Manager**  
**RE: Finance Clerk**  
**P.O. Box 68 Fort Frances, Ontario P9A 3M5**  
**Email: gm@nigig.ca**

**Contact Person:** Trisha Bruyere, General Manager (807) 481-2536 x-220 – A complete job description is available upon request.

*Nigigoonsiminikaaning First Nation is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we only contact those persons selected for an interview. Miigwech, thank you!*