



Job Opportunity - Contract Position

Finance Clerk

(maximum 20 hrs per week)

Tsi Tyónnheht Onkwawén:na (TTO) requires a Finance Clerk who will be responsible for managing accounts payable and accounts receivable; accurately completing payroll with all requisite deductions and maintaining appropriate financial documentation through an organized system of filing.

Responsibilities will also include preparing project expense reports, making accurate monthly remittances, preparing and recording bank deposits, monthly bank reconciliations, online banking functions, and other banking duties, as well as processing of payable cheques. The Finance clerk will assist with the annual audit working papers, ensuring timely and accurate invoicing and completing administrative duties related to Finance such as donor relations.

TTO currently uses QuickBooks desktop version for bookkeeping so the suitable candidate should be familiar with this software.

This job is suitable for someone looking for part-time work, inside or outside of the home and/or regular hours. A clear criminal reference check will be a mandatory condition of employment.

TTO will be accepting resumes and/or letters of interest until Friday, September 30th at noon.

Ne'e Onkwawén:na tsi Onkwaststénhsera

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