



## **EMPLOYMENT OPPORTUNITY**

### **FINANCE ASSISTANT**

**FT/PT Position:** 1 Full-Time Position Available

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Finance Director

**Closing Date:** February 27, 2025

#### **Summary:**

The Finance Assistant will be responsible for supporting Wabigoon Lake Ojibway Nation's day-to-day financial operations.

#### **Duties:**

- Create, send, and follow up on invoices.
- Manage and follow up on payables and receivables.
- Ensure project and funding agreements are received, entered, and filed.
- Process approved cheque requisitions.
- Provide payments in the form of physical cheques or direct deposit.
- Ensure timely processing of payable accounts.
- Entering and monitoring of all transactions.
- Ensure accurate financial records are maintained.
- Monitoring budgets and notifying of any variances or potential issues.
- Perform routine calculations to produce analyses and reports as requested.
- Review and adhere to department budgets.
- Collect and enter data for financial spreadsheets.
- Review financial statements and reports to ensure all calculations and data entries are correct.
- Reconcile any discrepancies or errors identified.
- Follow up and ensure submittal of financial obligations if required.
- Creation of financial reports on a regular basis.
- Provide budgetary information as required and requested.
- Administrative functions, such as faxing, copying, scanning, e-mailing, filing, record keeping, and shredding.
- Maintaining and upkeep of organized records.
- Tracking and reconciling of credit cards and bank statements.
- Assist in the preparation and submission of government reports.
- Participate, prepare, and ensure documents are ready for annual audits.
- Ensure WLON Financial Policy is being followed and adhered to.
- Attend training and staff meetings as required.
- Other relevant job duties as assigned.

#### **Qualifications:**

- Possess a Grade 12 diploma or equivalent.
- Post-secondary certificate, diploma, and/or degree in the Finance or Accounting field an asset.
- Prior work experience with Simply Accounting or Sage is an asset.
- Prior work experience in a finance position/department is an asset.
- Ability to prioritize and plan work activities and use time efficiently.
- Proficiency with computers and software applications, such as Microsoft Office and Sage Accounting.
- Attention to detail with ability to spot numerical errors.
- Knowledge of accounting and bookkeeping procedures.
- Organizational skills with good time management.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to maintain confidentiality and adhere to code of ethics.
- Must be reliable and punctual.
- Possess a valid G Class driver's license and have access to a reliable vehicle.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) by:  
**FEBRUARY 27 2025 at 4:00 p.m. CST**

Applications can be submitted by e-mail or in-person to:  
Wabigoon Lake Ojibway Nation Band Office  
Attention: Human Resources  
RR#1, Site 115, Box 300  
Dryden, ON P8N 2Y4  
T: (807) 938-6684 F: (807) 938-1166  
E-mail: [humanresources@wlon.org](mailto:humanresources@wlon.org)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**