



EMPLOYMENT OPPORTUNITY

Position Title:	Finance Clerk
Report To:	Director of Finance
Salary:	Commensurate with education and experience
Location:	38 Micmac Rd, Natoaganeg (Eel Ground), NB E1V 4B1
Anticipated Start Date:	January 13 th , 2025
Application Deadline:	November 29 th , 2024

NSMTC Member Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

Position Overview:

Reporting to the Director of Finance, the Finance Clerk will perform a broad range of accounting functions and services including accounts payable, accounts receivable and other related duties.

Key Responsibilities:

- Performing accounts payable functions, including the coding, verifying, and posting of invoices, cheque requisitions, and travel claims.
- Performing accounts receivable functions, including the creation of customer invoices, posting and collection follow-ups.
- Assisting with bank transaction postings and the bank reconciliation process.
- Ensuring accounting functions are processed in accordance with existing policies and procedures, legislation, and generally accepted accounting principles.
- Establishing, maintaining, filing, and safeguarding the confidentiality of all relevant documents, forms, and files.
- Performing general administrative functions as required.
- Other duties as required to meet organizational objectives.

Qualifications and Skills:

- A diploma or equivalent post-secondary education in Business Administration, Finance, Accounting, or related field.
- 2+ years' experience in general bookkeeping.
- Demonstrated ability to maintain confidentiality.
- A combination of education and experience may be considered.
- Proficiency in accounting systems, MS Excel, and MS Word.
- Solid understanding of bookkeeping.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.



NORTH SHORE

Mi'kmaq Tribal Council

- Effective communication and interpersonal abilities.
- Ability to work independently and prioritize tasks effectively.
- Experience working with First Nations.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

Additional Information

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

Application Deadline

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by Friday November 29th, at 4:00 p.m.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.