



Kinnoomaadziwin Education Body

FINANCE CLERK

Employment Opportunity *(full-time, permanent)*

SUMMARY

The Finance Clerk reports to the Finance Manager of the Kinnoomaadziwin Education Body (KEB) and is responsible for providing financial and administrative services that contribute to effective, efficient, and accurate financial operations. The Finance Clerk must comply with the Generally Accepted Accounting Principles, the KEB Finance Policy, and other KEB policies that support financial administration.

DUTIES AND RESPONSIBILITIES

- The Finance Clerk manages the full accounts payable cycle for the KEB. This includes ensuring accurate data entry by:
 - receiving and verifying the coded invoices;
 - issuing purchase orders
 - matching purchase orders;
 - obtaining approvals from appropriate managers;
 - entering invoices and KEB staff payroll into the accounting system;
 - preparing payment requisitions; and
 - processing payments.
- Ensure all accounts payable transactions adhere to KEB policies and procedures.
- Maintain precise records of vendor payments and communicate with vendors to confirm payment information and seek approvals, as needed.
- Review purchase requisitions to ensure budget codes are applied appropriately.
- Processing new employee on payroll.
- Processing bi-weekly employee payroll.
- Preparing Records of Employment for departing KEB employees.
- Review and process travel claims and expense claims.
- Assist with the preparation of monthly and quarterly financial reports.
- Support the maintenance of the general ledger and reconciliation and ensure accurate data entry.
- Support the effective use and ongoing maintenance of the KEB's electronic financial software (Sage 300 Accounting).
- Maintain accurate and organized electronic financial files, and hard-copy files where appropriate.
- Support the development of financial communications for KEB employees, as requested by the Finance Manager.
- Provide administrative support to the KEB team as needed.

OTHER DUTIES

As required by the Finance Manager and the Director of Education, the Finance Clerk will perform other duties that support the overall financial position of the KEB.

REQUIREMENTS

The position will require an individual who has successfully demonstrated the following characteristics.

- College diploma or certificate in Business Administration, Finance, Accounting, or a related field.
- Must have at least two (2) years of recent and successful financial employment experience within an office administration environment.
- Experience with budget, accounting, and reporting systems.
- Strong working knowledge of Generally Accepted Accounting Principles and relevant employment

legislation/regulations.

- Advanced proficiency with Sage 300 Accounting software, spreadsheet programs and other financial applications is an asset.
- Familiarity with Indigenous financial management, GST/HST and Indigenous people's rebates, and not-for-profit organizations.
- Membership with the Aboriginal Financial Officers Association is an asset.
- Knowledge of office administration and basic bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers with Sage 300 software.
- Effective attention to detail and a high degree of accuracy.
- Knowledge of payroll procedures and group benefit programs.
- Ability to maintain confidentiality concerning financial and employee files.
- Excellent interpersonal, analytical, and time management skills.
- Excellent written and verbal communications skills.
- High level of proficiency with Microsoft Office productivity suite.
- Dependability, flexibility, and adaptability to changing circumstances.
- Valid driver's licence and a satisfactory criminal records check.

LOCATION & HOURS OF WORK

This is a remote position with standard working hours from 8:30 am to 4:30 pm. While the position is primarily remote, regular travel is required, including visits to Participating First Nation communities and attendance at KEB meetings/events.

SALARY & BENEFITS

The starting salary for this position is **\$54,882.94**, with potential adjustments based on your qualifications, experience, and competencies. We offer a competitive benefit package (health, dental, vision), pension plan (Ontario Teachers' Pension Plan or Group Pension Plan) and a supportive work environment dedicated to your professional growth.

CLOSING DATE

We are accepting applications until 4:30 p.m. on **Monday, April 27, 2026**. Interviews are scheduled for the week of **April 28 to May 1, 2026**. Please note that only those selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued.

Please submit your resume, cover letter, and three work-related references to:

Colleen Sheriff
Human Resources Manager
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan, North Bay, ON P1B 8G5
kebhr@a-e-s.ca