** Kingsclear First Nation**

**77 French Village Road**

**Kingsclear First Nation, NB**

**E3E-1K3**

**Tel: (506) 363-3028**

**Fax: (506) 363-4324**

[www.kingsclear.ca](http://www.kingsclear.ca)

**JOB POSTING**

**Position Title:** Finance Clerk

**Location:** Kingsclear First Nation, NB

**Purpose**

Kingsclear First Nation is seeking a highly motivated individual to assist with the finance department.

**Roles and Responsibilities**

* Govern financial transactions (Such as: processing bills, issuing checks, receipts and overseeing other financial documents)
* Verify finances and other related data
* Communicate well with colleagues
* Ensure that all documents are properly signed and distributed
* Report the status of accounts and any potential discrepancies
* Monitor financial transactions from various departments
* Receive invoices and prepare payments to appropriate departments
* Work diligently on assigned tasks
* Work closely with the Chief Financial Officer
* Prepare and issue T-4 slips and send a summary to Canada Revenue Agency
* Assisting with potential band audits

**Qualifications**

* High School Degree or Equivalent
* Ability to work well in a team environment
* Strong communication skills, organization skills
* Time Management skills
* Current Criminal Record Check

To apply for the position, please include a cover letter and updated resume by **4:30 p.m (Atlantic Standard Time) on Thursday July 26, 2018** to the attention of Shelly Sabattis at the Band Office or email [shellysabattis@kingsclear.ca](mailto:shellysabattis@kingsclear.ca)