# CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

## EMPLOYMENT OPPORTUNITY
## Accounting Clerk

**Program/Dept:** Finance
**Reports To:** Finance Manager
**Type of Employment**: Permanent full-time
**Wage:** $33.30 - $41.40 per hour (Level 6)
**Hours of Work:** 37.5 hours per week
**Closing Date:** Friday, November 13, 2026 at 4:00pm EST

**About Us**
Chippewas of Nawash First Nation (CNUFN) is a warm and welcoming community located approximately 20 minutes from Wiarton and 50 minutes north of Owen Sound, along the beautiful shores of Georgian Bay. The surrounding area offers a mix of small-town and rural living, with access to local amenities, outdoor recreation, and a strong sense of community. Set near the scenic trails of the Niagara Escarpment, the region is ideal for those who enjoy nature, culture, and a balanced way of life.

**What We Offer**
- Competitive hourly pay with annual wage increases
- Comprehensive **medical, dental, and vision** insurance plans for you and your dependents.
- An optional registered pension plan
- Generous paid time off
- Full-time hours
- Professional Growth includes paid training programs, software certifications, and tuition reimbursement to help advance your career.
- Friendly and supportive work environment.

**KEY DUTIES AND ACCOUNTABILITIES**
- Coordinate collection, organization, and transfer of audit preparation material to MNP portal
- Identify more efficient methods to gather the above information throughout the year.
- Coordinate Bi-weekly ADP payroll processing
- Confidentiality is a critical component of this position
- Prepare and process monthly invoices & financial allocation entries
- Process weekly “bills for payment” invoices that require Council approval
- Keep Finance Manager apprised of any issues with regards to any clerical duties, finance or issues regarding client contact

**REQUIREMENTS**
**Education and Experience:**
- Post-secondary certificate in related field and three to five (3-5) years experience in similar role OR High School diploma/equivalent with experience in similar role
- Experience working with a First Nation or Indigenous organization would be considered an asset

**Knowledge, Skills & Abilities:**
- Working knowledge of ADP payroll in computer accounting and database would be an asset
- Working knowledge of Microsoft Office software and ability to learn various databases
- Ability to create, modify spreadsheets in EXCEL
- Working knowledge of Adagio Accounting Package, for G/L, A/R, A/P or similar
- Perform routine mathematical calculations accurately
- Working knowledge of general office procedures and general office equipment
- Ability to maintain attention to detail while multitasking with tight deadlines

**Designations, Licences & Requirements:**
- Recent acceptable Criminal Record Check
- Ontario Class G Driver’s licence would be considered an asset

**How to Apply**
Submit a cover letter and resume that clearly highlight how your experience and qualifications align with the requirements of the position. Late applications will not be accepted.

**Drop off or mail to**: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website **https://www.nawash.ca/employment-opportunities/** or by call the Band Office at 226-798-6068

- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and CNUFN Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to CNUFN Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**