



## CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

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Website: [www.constancelake.ca](http://www.constancelake.ca)

# Employment Opportunity

|                      |                             |
|----------------------|-----------------------------|
| <b>Position</b>      | <b>Finance Clerk</b>        |
| <b>Competition #</b> | FNCC-12-2025                |
| <b>Salary Range</b>  | 39,070 - 59,810             |
| <b>Location</b>      | Constance Lake First Nation |
| <b>Posted</b>        | December 4, 2025            |
| <b>Closed</b>        | Open until filled           |

## POSITION SUMMARY:

The Finance Clerk will be responsible for providing financial and administrative support, including processing invoices, maintaining financial records, preparing bank deposits, and assisting with financial reporting. This role requires a high level of accuracy, confidentiality, and the ability to manage multiple priorities in a fast-paced environment.

## PREFERRED QUALIFICATIONS:

- OSSD or equivalent; additional coursework in accounting or finance is considered an asset
- A minimum of two years' experience in finance.
- Knowledge in finance preferred
- Good written and verbal communication skills
- Proficiency in ADP, Sage 300 and Microsoft Office Suite
- Strong attention to detail and accuracy
- Strong interpersonal and communication skills
- Ability to handle sensitive information with discretion and maintain confidentiality
- Knowledge of payroll laws and regulations
- Standard First Aid/CPR Training or willing to obtain it

## DUTIES AND RESPONSIBILITIES:

- Process accounts payable and accounts receivable transactions
- Prepare and reconcile bank deposits, petty cash, and credit card statements
- Maintain up-to-date and accurate financial records and filing systems
- Assist with tracking and reconciling budgets and expenditures
- Support month-end and year-end financial procedures
- Respond to financial inquiries from staff, vendors, and funding agencies
- Assist with employee requisitions for travel
- Ensure compliance with financial policies and procedures
- Perform other clerical or administrative duties as assigned

**To apply:** Submit cover letter, resume, and three (3) recent employment references with permission to contact, quoting competition #**FNCC-12-2025** via:

**Email:** [resumes@clfn.on.ca](mailto:resumes@clfn.on.ca)

**In person:** 37 Wawaskashoo St. Constance Lake First Nation Band Office

***Only those selected for an interview will be contacted.***