



Equay-wuk (Women's Group)
Employment Opportunity

BOOKKEEPER

20 hours per week

Equay-wuk (Women's Group) is seeking a part-time bookkeeper who is responsible for providing bookkeeping functions of the organization. The bookkeeper will ensure all financial statements, cashflows and cheques are completed in a timely and efficient manner. The bookkeeper ensures that expenditures of each program are within budget and according to the requirements set out in the funding agreements.

Qualifications:

- Appropriate educational qualifications and/or equivalent combination of experience and training to manage the tasks and responsibilities of the position. Minimum Grade 12 required.
- Familiar with current Labour Codes and payroll standards.
- Working knowledge of NewViews accounting software.
- Computer experience is an asset.
- Demonstrated self-confidence, organization and communication skills.
- Self motivated and ability to work without supervision.
- Demonstrated experience and skills in working with First Nations people.
- Strong administrative skills.
- Knowledge of generally accepted accounting principles.
- Awareness and sensitivity of Aboriginal women's issues and values.
- Fluency in Ojibway/Cree considered an asset.
- Willingness to work flexible hours.
- Current Criminal Records Check with a Vulnerable Persons Check
- Valid Ontario driver's licence considered an asset.

Part-Time: 20 hours per week starting immediately

Deadline: July 23, 2010 @ 3:00pm

Apply to: Equay-wuk (Women's Group)
16 Fourth Avenue, P.O. Box 1781
Sioux Lookout ON P8T 1C4

Phone: (807) 737-2214 **Fax:** (807) 737-2699

Only those applicants to be interviewed will be contacted