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EQUAY-WUK (WOMEN'S GROUP)

Administration Office:

P.O. Box 1781
16 Fourth Avenue N.
Sioux Lookout ON P8T 1C4
1-800-261-8294 (toll free phone)
807-737-2214 (phone)
807-737-2699 (fax)



Head Office:

Lac Seul First Nation
Frenchman's Head

Web Site:

www.equaywuk.ca

E-Mail:

NEW ADDRESS equaywuk@bellnet.ca

- Employment Opportunity -

FINANCE OFFICER

(6-10 hours per week - preferred day Monday)

Equay-wuk (Women's Group) is seeking a part-time finance officer who is self motivated and able to work without supervision.

The Finance Officer is responsible for providing advanced accounting functions for the organization such as General Journal Entries, Bank Reconciliations, Bi-weekly Payroll, HST Rebate, monthly remittance to Canada Revenue Agency.

Qualifications:

- Grade 12 diploma and appropriate educational qualifications and/or equivalent combination of experience and training to manage the tasks and responsibilities of the position.
- Knowledge of accounting principles.
- Working knowledge of NewViews accounting software.
- Familiar with current Labour Codes and payroll standards.
- Ability to use Microsoft Excel and Microsoft Word.
- Demonstrated experience and skills in working with First Nations people.
- Awareness and sensitivity of Aboriginal women's issues and values.
- Fluency in Ojibway/Cree considered an asset.
- Valid Ontario driver's licence considered an asset.

Part-Time: 6-10 hours per week

Closing Date: January 13, 2012 @ 4:00pm

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 **Email:** equaywuk@bellnet.ca

Only those applicants to be interviewed will be contacted