



WEECHI-IT-TE-WIN
Family Services Inc.

JR ACCOUNTING CLERK

GENERAL DESCRIPTION

The Accounting Clerk is a full-time administrative position in the Finance Unit. The Accounting Clerk will provide support in all aspects of the Core/Care financial administration of the Corporation. The Accounting Clerk will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-It-Te-Win Family Services.

The Accounting Clerk will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Accounting Clerk will develop culturally competent practice skills that are congruent to the unique needs of the ten First Nations and to Weechi-It-Te-Win Family Services.

RESPONSIBILITIES

The Accounting Clerk reports to the Director of Administration.

QUALIFICATIONS

1. an understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings, and a commitment to continue learning, participating, and advocating during any opportunity provided by the Agency or Community;
2. a minimum of 2 years of experience in bookkeeping for understanding of accounting policies and procedures;
3. a minimum of 2 years of hands-on experience on usage of computerized accounting system (SAGE 300)
4. ability to organize workload, review and follow up vendor requests or concerns;
5. ability to meet all deadlines and process documents in an accurate manner;
6. *a thorough knowledge of word processing and spreadsheet software applications;*
7. possess a valid driver's license in good standing;
8. *knowledge of community and family structure and services, and the customs and traditions of the 9 Area First Nations;*
9. ability to speak Ojibway is an asset

Salary \$56,854.42 to \$69,750.44

Submit Application to:
Jackie DeBenedet
Human Resources Officer
jackie.debenedet@weechi.ca
P.O. Box 812
Fort Frances, ON P9A 3N1
Phone: 807-274-3201
Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

Jan 6, 2025, 12:00 p.m.

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