



## INDEPENDENT FIRST NATIONS ALLIANCE

### Job # 147 Finance Clerk

Location: IFNA Thunder Bay Office or Sioux Lookout Office

Department: Administration

Type of Role: Summer Student Position (8 week term)

Are you passionate about providing administrative support to ensure the smooth operation for delivery of services. We're seeking a dedicated individual to join our team as an Finance Clerk Summer Student. Reporting to the Senior Finance Officer, the Finance Clerk Summer Student position is a temporary 8-week term position who is responsible for various administrative tasks within the Finance department.

#### Responsibilities:

- Process purchase orders, receive and enter invoices.
- Process bills, checks, receipts and other documents.
- Ensure all documents are properly signed and distributed.
- Monitor financial transactions.
- Enter data and maintain updated records.
- Assist with reconciling statements.
- Assist with processing Payable batch entries.
- Assist with file organization (scanning and re-naming files).
- Other duties as assigned.

#### Position Requirements:

- High school diploma or equivalent.
- Must be a full-time student enrolled in a secondary/post-secondary institution and returning in the fall.
- Must be from 1 of the SLAAMB communities.
- Must be 16-30 years of age.
- 1-2 years of related work experience in an office environment.
- Knowledge of basic financial transactions.
- High attention to detail and accuracy.
- Strong math skills and ability to problem solve.
- Effective written and verbal communication skills.
- Ability to multi-task efficiently.
- Experience working and communicating with management.

**Why Join IFNA?** If you're ready to contribute to the efficient operation of programs and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

**Salary Range:** \$18.00 per hour



**Schedule:** Regular hours from Monday to Friday

**Submit your resume and cover letter** outlining your relevant experience and why you are the ideal candidate for this position to [recruitment@ifna.ca](mailto:recruitment@ifna.ca) identifying **Job # 147**. We look forward to welcoming you to our team!

**Deadline:** Position will be open until filled.

*Please note that only candidates under consideration will be contacted.*

*We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation*