



INDEPENDENT FIRST NATIONS ALLIANCE

Job #207 Finance Clerk Summer Student

Location: Thunder Bay or Sioux Lookout Office (Onsite)

Department: Administration

Type of Role: TERM - Full-Time

Reporting to the Senior Finance Officer, the Finance Clerk (Summer Student) position is a temporary 7-week term position who is responsible for various administrative tasks within the Finance department. The main responsibilities will include providing support to the Senior Finance Officer, inputting financial records, preparing bills and delivering high-quality customer service.

Responsibilities:

- Processes purchase orders, receive and enter invoices.
- Processes bills, checks, receipts, and other documents.
- Ensures all documents are properly signed and distributed.
- Monitors financial transactions.
- Enters data and maintain updated records.
- Assists with reconciling statements.
- Assists with processing Payable batch entries.
- Assists with file organization (scanning and re-naming files)

Position Requirements:

- Completion of a high school diploma or equivalent.
- 1 year of related work experience in an office environment.
- Must be a status member from 1 of the 25 Sioux Lookout Area Aboriginal Management Board (SLAAMB) communities.
- Must be aged 16 – 30 and attending post-secondary and returning in the fall
- Basic knowledge of financial transactions
- High attention to detail and accuracy
- Strong math skills and ability to problem solve.
- Effective written and verbal communication skills
- Ability to manage multiple tasks remaining organized and calm.
- Proactive and self starter
- Experience working and communicating with management.
- Understanding of Indigenous history, traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services; Ability to speak one of the Indigenous dialects is an asset.



- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization 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: \$\$17.75/ 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 identifying **Job #206**. We look forward to welcoming you to our team!

Term Details: Position begins July 7, 2025, and ends August 22, 2025

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.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.