



# EMPLOYMENT OPPORTUNITY

## Jordan's Principle Finance Clerk

AVAILABLE POSTINGS WILL  
REMAIN ON THE WEBSITE  
UNTIL FILLED

Established in 1994, the Independent First Nations are twelve (12) diverse and distinct communities comprised of three original peoples: the Anishinawbek, the Onkwehonwe and the Inninuweg in Ontario. Politically, the Independent First Nations (IFN) communities asserted their independence from existing Political Territorial Organizations (PTO's) and affirmed their right to be self-determining, self-governing First Nations that represent their community's interests at the local, regional, national level based on Indigenous and treaty rights. Collectively, the combined population of the IFN communities is over 30,000 members. We are unique politically, economically, socially, culturally, and geographically with territories spanning across Ontario in the East, South, West, and North.

The IFN works to create an environment where employees can build capacity, connect with community and make a lasting impact. The IFN is currently seeking a collaborative and experienced professional for the position of **IFN Jordan's Principle Finance Clerk**. Under the direction of the IFN Director of Health and oversight by the IFN Jordan's Principle Finance Officer, this position provides financial and administrative functions in order to ensure effective, efficient and accurate financial and administrative operations for IFN Jordan's Principle Finance and support the undertaking financial data collection.

### Education & Experience

- College Degree or Diploma with emphasis on business administration studies, or 5 years of related work experience in financial administration
- Demonstrated understanding of Generally Accepted Accounting Principles (GAAP)
- Proficient in Data Entry, with strong attention to detail and accuracy
- Working knowledge of Accounting Software Systems would be an asset
- Computer skills with knowledge of word processing software i.e. Excel and Microsoft Word
- Familiar with all office equipment
- Knowledge and understanding the Independent First Nations and their needs/concerns.

### Developed Competencies

#### ***Candidates must have demonstrated success in the following areas:***

- Excellent oral and communication skills
- Customer service skills
- Strong organizational skills
- Ability to establish priorities, develop action plans, prepare financial briefing notes/reports
- Should be a self-starter who works with a minimum of supervision
- Ability to be creative, conceptual thinking, and relationship skills
- Research and analytical skills an asset i.e. excel spreadsheets
- Ability to take direction under restraint timelines to carry out IFN activities
- Be an effective team player
- Ability to meet work plan deliverables on time and/or as directed
- Ability to maintain confidentiality at all times

**Office Location**

IFN Finance Office – Akwesasne

Interested candidates are invited to submit a cover letter and resume, totaling no more than five (5) pages combined to:

Mail: Independent First Nation Director of Finance Selection Committee  
c/o Jeff Robert, Human Resources Advisor  
PO Box 1634,  
Akwesasne, ON K6H 5 N6

Email: [jeff@ifnc.ca](mailto:jeff@ifnc.ca) OR Fax: (613) 932-8460

The IFN is an inclusive employer and offers accommodation throughout the recruitment process upon request.

*While we appreciate all applications for this position,  
only those who are selected for an interview will be contacted.*