



De dwa da dehs nye>s Aboriginal Health Centre

We're Taking Care of Each Other Amongst Ourselves.

Our Mission:

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

INTERESTED APPLICANTS

Please submit your resume and cover letter to:

humanresources@dahac.ca

or

Attention: Human Resources
Aboriginal Health Centre
678 Main Street East
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants

Only those selected for interviews will be contacted

**Deadline to Apply:
Open Until Filled**

Please note that **ONLY** complete applications with cover letter will be considered.

Preference is given to candidates of Indigenous Decent.

Finance Clerk (Full-Time)

Reports to the Chief Operating Officer

Salary: \$40,000

INTRODUCTION:

De dwa da dehs nye>s Aboriginal Health Centre requires a Finance Clerk to support the Finance Team. This Clerk will contribute to the financial plans and policies, its accounting practices, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. The Finance Clerk performs general administrative and accounting duties by maintaining appropriate records, information, and providing administrative support.

Roles and Responsibilities:

The Clerk will:

1. Responsible payroll and all payroll related documentation.
2. Assist the Finance Assistant with bookkeeping operations including A/P, A/R, cheque preparation, invoicing, bank deposits and payroll.
3. Process banking transactions to general ledger and perform detailed reconciliations.
4. Responsible for coordinating inventory controls.
5. Manage organization's Petty Cash.
6. Assist with ordering monthly office supplies and associated reconciliation.
7. Reconciliation of corporate and store credit cards.
8. Responsible for sending EFT files to the bank.
9. Assist the Finance Assistant in travel and staff expense claims
10. Maintain Vendor Files to ensure documentation is accessible.
11. Track report due times and dates and inform most responsible person in a timely manner.
12. Tracking of donations (electronic and cheques/cash received) and sending out charitable receipts in accordance with the CRA guidelines.
13. Onboarding training for all new staff on financial documentation requirements.
14. Responsible to follow the Financial Policies of the Centre.
15. Other duties as may be assigned.

STATEMENT OF QUALIFICATIONS:

1. Proficiency in typing, word processing and general computer skills, including Microsoft Office, Excel and PowerPoint.
2. Minimum of 3-5 years experience as a Finance Clerk or Bookkeeper, with demonstrated ability to be flexible, organized, a self-starter, and possess excellent problem-solving skills.
3. Experience in dealing with the public in a mature and helpful manner.
4. Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective working environment.
5. A 2-3 Year College Diploma in Accounting or Bachelor's degree in accounting.

OTHER REQUIREMENTS:

- Must provide proof of full vaccination or medical or religious/creed exemption upon start date.

100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependant Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility