



Haudenosaunee Development Institute

Our Land, Our Law, Our People, Our Future

April 2018

Haudenosaunee Development Institute

Financial clerk

Purpose of the position:

A Financial Clerk is required for the Haudenosaunee Confederacy Chiefs Financial Department. The position will start as a part time position, with a minimum of 20 hours per week, with the possibility of turning into a full time position.

The individual will be responsible for payroll services for each departments of the HCC as directed by council, including the Haudenosaunee Resource Centre, HDI and others as directed by council; as well as other accounting services required by the Finance Officer and Certified Accountant.

Duties:

The Accounting Clerk performs a variety of general accounting support tasks in an accounting department including:

- Assisting the Finance Officer and Certified Accountant with payroll and other duties as required.
- Inputting payroll into the accounting program.
- Preparing submissions for EI and WSIB.
- Verifying the accuracy of invoices and other accounting documents or records.
- Updating and maintaining accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
- Enters payroll and other data into computer system using defined computer programs (SAP).
- Compiles data and prepares a variety of reports.
- Reconciles records with internal company employees and management, or external vendors or customers.
- Recommends actions to resolve discrepancies.
- Investigates questionable data.

Qualifications:

- Competency in Microsoft applications including Word, Excel and Outlook.
- Organizational, verbal and written communication skills are a must.
- Accpac an asset.
- Attention to detail and ability to multi-task is an asset.
- Requires 3 years experience.

Please send your cover letter and resume to HDI, P.O. Box 714, Ohsweken ON, or drop it off at the HCCC Administration office, 16 Sunrise Court, Suite 600, Ohsweken.

Closing Date: Wednesday April 25 , 2018 4:00 p.m.