



**BIMOSE**  
TRIBAL COUNCIL

HEAD OFFICE:  
Washagamis Bay 38A  
P.O. Box 1200  
Kenora, Ontario  
P9N 3X7

CENTRAL OFFICE:  
598 Lakeview Drive  
Kenora, Ontario P9N 3P7  
Ph: (807) 468-5551  
Fax: (807) 468-3908

## **EMPLOYMENT OPPORTUNITY** **- Finance/HR Support Clerk -**

**CONTRACT POSITION:** 1 Year Contract

**LOCATION:** KENORA

### **SUMMARY**

Under the direction of the Comptroller, this position is responsible for the provision of financial administrative support to Bimose programs and affiliated entities with a focus on accounts payable and Human Resource functions.

### **DUTIES**

- Provide clerical services and administrative support to Human Resources unit by maintaining employee records including tracking of attendance, data entry and preparation of reports.
- Accounts Payable and Accounts Receivable processing.
- Payroll Administration.
- Maintain confidentiality in all aspects of First Nation, staff, and Tribal Council information.
- Other duties as assigned.

### **QUALIFICATIONS**

- Post-secondary diploma in business and/or office administration preferred.
- A combination of education and experience will be considered.
- Experience and knowledge of Microsoft Office with a proficiency of Excel spreadsheets.
- Demonstrated ability and knowledge in office administration as well as bookkeeping procedures.
- Demonstrated ability to enter data/information efficiently into a database.
- Experience and knowledge of accounting software program(s).
- Knowledge and experience in payroll administration.

### **ASSETS**

- Ability to speak or understand the Ojibway language and culture.
- Excellent interpersonal, written, and communication skills.
- Own vehicle and a valid driver's license.
- Awareness of member First Nations and other organizations.
- Ability to work independently with minimal supervision.
- Knowledge of Adagio Accounts Payable module is highly desirable.
- Strong organizational skills.

The rate of remuneration will be based on the successful applicant's qualifications and work experience related to the position.

A cover letter and a resume listing three professional references must be submitted by **Monday, May 21<sup>st</sup>, 2019 at 4:00 pm.**

**PLEASE SUBMIT APPLICATION BY MAIL, E-MAIL, IN PERSON, OR FAX TO:**

**HIRING COMMITTEE**  
C/o Bimose Tribal Council Inc.  
598 Lakeview Drive  
Kenora, ON  
P9N 3P7

**Telephone: (807) 468-5551 • Fax: (807) 468-3908 • E-mail: [reception@bimose.ca](mailto:reception@bimose.ca)**

For clarification and further details, contact Kyra Adams at (807) 468-5551.Ext 244.  
**Only those selected for an interview will be contacted shortly after the deadline date.**