



Ontario First Nations Technical Services Corporation

As a member of the OFNTSC team, the Communications Officer is responsible for overseeing a Communications Program which will include internal and external initiatives. This position is under the supervision of the Executive Director/Operations.

Accountant

Closing date: August 25, 2017

Duties and Responsibilities

Under the supervision of the Manager of Finance the duties and responsibilities of the Accountant include:

Administration

Maintain filing system in accordance with office file and record management procedures
Assist with Conference related activities
Other duties as required by the Manager of Finance

Finance

- ✓ Manage own Travel Budget
- ✓ Responsible for the administration and monitoring of OFNTSC's core budgets
- ✓ Account for all monies and financial reports
- ✓ Monitor accounts payable, accounts receivable, general ledger and credit card entries
- ✓ Process expenses
- ✓ Responsible for various bank transactions and bank reconciliations
- ✓ Recommend cost saving measures
- ✓ Responsible for various account reconciliations
- ✓ Assist in the preparation of the financial and management reports, as well as submissions to various internal
- ✓ And more....

Minimum Qualifications

- Sensitivity to the unique needs of First Nations peoples
- A minimum of 1-3 years of work related experience
- Solid understanding of general accounting principles
- A professional designation or an acceptable combination of education and progressively responsible experience
- Knowledgeable of the payroll process and cycle
- Extensive knowledge of all Microsoft Office programs including Microsoft Nav accounting program
- Must be bondable

The Ontario First Nations' Technical Services Corporation (OFNTSC) was established in 1995 to provide expert technical advisory services to the First Nations of Ontario.

At that time, it was the first aboriginal organization in Canada mandated to provide professional technical and advisory services to First Nations' communities and foster their technical self-reliance.

For more on this position:

Accountant

Please send your resume to:

Brian Katz
Manager Finance
Ontario First Nations Technical Services Corporation
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We thank all applicants, however, only those receiving an interview will be contacted.