



Bookkeeper

(contract to March 2017 with possibility of extension)

Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity in our Thunder Bay office for a **Bookkeeper**. The Bookkeeper will provide bookkeeping services for NADF's clients by assisting clients to maintain complete sets of books, keep records of accounts and to verify the procedures used for recording financial transactions.

DUTIES AND RESPONSIBILITIES:

1. Perform needs assessment of clients: Assess level and quality of current bookkeeping systems, identify gaps, with support and guidance from Manager.
2. Take an interactive approach with clients, must be hands on and plans to make onsite visits with clients.
3. Complete interviews, project charters, and service requests with the client outlining deliverables, assumptions, timelines and responsibilities, with support and guidance from Manager.
4. Teach and advise clients how to keep financial records and establish, maintain and balance various accounts using manual and/or computerized bookkeeping systems.

QUALIFICATIONS:

1. A post-secondary diploma or degree in Accounting, Bookkeeping or other courses certified by the Canadian Bookkeepers Association with 3-5 years basic Bookkeeping experience.
2. Strong financial analysis and business assessment skills.
3. Strong written and verbal communication skills.
4. Strong presentation skills.
5. Knowledge of and commitment to the services provided by NADF.
6. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
7. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$33,250 - \$42,089 commensurate with qualifications and experience. To review a complete job description, please visit our website at **www.nadf.org**.

Qualified applicants may forward their cover letter and resume with 3 references by **April 29, 2016, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
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