



NISHNAWBE ASKI DEVELOPMENT FUND

External Job Posting

Bookkeeper 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 & quality of current bookkeeping systems, identify gaps, with support and guidance from Manager, Financial Support Services.
2. Take an interactive approach with clients, must be hands on and plans to make onsite visits with clients.
3. Complete a project charter with the client outlining deliverables, assumptions, timelines and responsibilities, with support and guidance from Manager, Financial Support Services.
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. Completion of a college program in accounting, bookkeeping or a related field or other courses certified by the Canadian Bookkeepers Association or a minimum of 3-5 years comparable Accounting experience.
2. Strong financial analysis and business assessment skills.
3. Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
4. Knowledge of and commitment to the services provided by NADF.
5. 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.
6. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$32,921 - \$41,672 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 **February 12, 2015, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager, mcarpenter@nadf.org
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4
Fax: (807) 622-8271

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.