

NORTHERN NISHNWABE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Pelican Falls Wellness Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre. NNEC has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcomes applications for the following position:

Finance Officer Sioux Lookout

The Finance Department provides payroll, accounts payable, collection, cash management and financial planning services for NNEC's programs and projects under the direction of the Financial Controller. The Finance Officer will be responsible for reconciliation of General Ledger accounts including the bank accounts, monitoring of cash flow, maintaining computerized general ledger and entering general journal entries.

Qualifications:

- A degree or diploma in Accounting or Business Administration and two years accounting experience OR the equivalent of five years experience in a senior bookkeeping / financial management position in a non-profit organization.
- Proven working experience with Sage
- Experience with computer systems and financial management software
- Exceptional organizational skills while paying attention to detail
- Excellent communication skills both verbal and written
- A working knowledge and/or sensitivity to and understanding of NNEC, First Nation communities and relevant issues

Salary: Salary Level to commensurate with education and experience

NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This position is open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to

humanresources@nec.on.ca