



# Finance Clerk

Reporting to Finance Manager

Administration

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**

Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

***This is an in-office  
position.***

**Salary:**

Start Rate - **\$25.28 to  
\$27.40 per hour\***

\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

**Benefits:**

-  Paid Vacation!
-  Paid time off over  
Holiday Shutdown!
-  14 Statutory  
Holidays!
-  Paid Sick Leave!
-  Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
-  Pension Plan with  
Employer Match!

**JOB SUMMARY:**

The Finance Clerk is responsible for maintaining the accuracy and efficiency of financial operations, processing incoming payments, and securing revenue by verifying and posting receipts. This role ensures proper financial recordkeeping and customer account management in accordance with established policies and procedures.

**KEY JOB FUNCTIONS:**

- Process accounts receivable and incoming payments in compliance with company financial policies and procedures.
- Handle daily financial transactions, including verifying, categorizing, computing, posting, and recording accounts receivable data.
- Prepare incoming bills and invoices for processing.
- Reconcile accounts receivable ledgers to ensure all payments are correctly posted and accounted for.
- Investigate and resolve discrepancies in client accounts and billing issues.
- Facilitate timely payment of invoices by sending reminders and contacting customers as needed.
- Generate detailed financial reports to provide an overview of accounts receivable status.
- Perform reception duties and provide coverage as required.

**MINIMUM QUALIFICATIONS:**

- Post-Secondary education in a related field (e.g., Business Administration, Accounting) **and/or** industry courses relevant to accounting/finance combined with 1-2 years of related work experience.

*Considered an asset:*

- Working knowledge of SAGE accounting software.
- Work experience with a First Nation or Indigenous Organization.
- Experience and/or training in Privacy Legislation.

*Minimum Requirements:*

- Criminal Reference check required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.
- Ability to work flexible hours, including evenings and/or weekends.

**PREFERRED EXPERIENCE:**

- Solid understanding of basic accounting principles.
- Strong attention to detail, accuracy and organizational skills.
- Data entry skills along with a knack for numbers.
- Hands-on experience in operating spreadsheets and accounting software.
- Strong listening, oral and written communication skills.
- Self-motivator with ability to work independently and in a team environment.
- Ability to analyze problems, recommend and implement solutions.
- Good interpersonal skills in dealing with First Nation residents.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY:** *Thursday, March 19<sup>th</sup>, 2026.*

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:**  
Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*