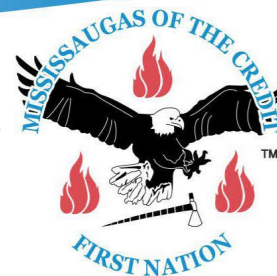


THE MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the full-time, permanent position of



“Finance Clerk”

Finance Department - Full-Time | Permanent

We are seeking a detail-oriented, organized, and dependable **Finance Clerk** to join our Finance Department. This position plays an essential role in supporting the day-to-day financial operations of the organization by ensuring the accurate processing and maintenance of financial information. If you thrive in a collaborative environment, enjoy working with numbers, and take pride in accuracy and confidentiality, we encourage you to apply.

Key Responsibilities

In this role, you will:

- Accurately process and maintain financial transactions, including Accounts Payable, Accounts Receivable, payroll entries, and bank reconciliations using Sage 300.
- Prepare, verify, code, and reconcile invoices, purchase orders, account statements, and other financial documents.
- Maintain organized electronic and paper filing systems while supporting records management and archiving processes.
- Provide administrative and clerical support to the Finance Department, including document preparation, data entry, and responding to vendor inquiries.
- Assist with reception coverage as required while maintaining professionalism, confidentiality, and excellent customer service.

Qualifications & Experience

We are looking for candidates who bring:

- College diploma in Accounting, Bookkeeping, or a related field.
- Minimum one (1) year of experience using financial software, preferably Sage 300.
- Proficiency in Microsoft Excel, Word, and general office software.
- Exceptional attention to detail, accuracy, organizational, and time management skills.
- Strong communication skills with the ability to maintain confidentiality and work collaboratively in a fast-paced environment.
- Ability to prioritize multiple tasks while meeting deadlines with minimal supervision.
- Satisfactory Criminal Record Check.

Assets:

- Experience working with a First Nation organization.
- Knowledge of government funding processes and reporting requirements.
- Familiarity with Indigenous communities, cultures, and values.



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



Phone: (905) 768-1133
Fax: (905) 768-1225



Why Work for MCFN?

At MCFN, your work has purpose. You're not just filling a position—you're helping ensure the financial integrity that supports programs, services, and initiatives benefiting our community. Join a collaborative team where your contributions are valued, your professional growth is encouraged, and your work makes a meaningful difference.

Benefits

- Competitive vacation package
- Comprehensive group benefits (Health, Dental and Life) and pension plan
- Generous paid time off
- Five (5) Mental Wellness Days
- Professional development and training opportunities
- Supportive and collaborative work environment
- Opportunity to contribute to meaningful community initiatives

First Nations Preference

In accordance with section 16(1) of the Canadian Human Rights Act and as part of the Mississaugas of the Credit First Nation's commitment to supporting the employment and advancement of Indigenous peoples, preference may be given to qualified candidates who self-identify as First Nations. Applicants who wish to be considered under this preference are invited to voluntarily self-identify in their cover letter.

Mississaugas of the Credit First Nation is committed to fostering a diverse and inclusive workplace. We provide employment opportunities in a manner consistent with applicable human rights legislation and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground protected by law, subject to any lawful special programs.

How to Apply

Please submit your résumé and cover letter to: HR.Clerk@mncfn.ca

Application Deadline: July 21, 2026



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