

Position: **Accounting Clerk**
Status: Temporary Full-time Contract

Posting Reference #: NTC-2026-25
Contract Length: 6 Months with possibility of extension
Closing Date: November 5, 2026
Hours of Work: 35 hrs/wk
Hourly Rate: Pursuant to current wage grid

Opening Date: October 22, 2026
Location: Nokiiwin Tribal Council
No. of Positions: 2

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

We are seeking a detail-oriented and efficient **Accounting Clerk** to join our team for a short-term assignment. Reporting to the Finance Manager, the Accounting Clerk will provide accounting support to the Finance team by assisting with data entry, bookkeeping, maintaining financial records, and processing accurate transactions.

The ideal candidate has strong numerical skills, can work independently with minimal supervision, and is able to step into our accounting workflows seamlessly.

Key Responsibilities:

- Process accounts payable and accounts receivable transactions into the accounting system in accordance with organization policy and procedures including accurately calculating any applicable HST rebates for Public Service Bodies and Tribal Councils
- Performs monthly bank reconciliations and credit card reconciliations
- Organizes, files, and archives physical and digital financial documents for accounts payable and accounts receivable
- Maintain year-end working papers, spreadsheets, and assist with the preparation of the year end audit and funder compliance audits by providing requested documentation and information
- Assists with the preparation and summarization of accounting data relating to funder reporting

Qualifications and Skills:

- Experience of one (1) to three (3) years in an accounting or administrative clerk role
- An appreciation of and interest in First Nation Cultures and community aspirations is required
- Must be highly accurate, detail oriented, self-motivated, and able to work both independently and as a team member
- Must have excellent computer skills with an aptitude for accounting, productivity, and automated workflow software
- Experience with accounting software such as Sage 300
- Strong knowledge of accounts payable procedures and general accounting principles
- Excellent organizational, communication, and problem-solving skills
- Proficiency with Microsoft Office, particularly Excel
- Understanding of financial policies, internal controls, and compliance requirements
- Experience in accounts payable, bookkeeping, or accounting administration is considered an asset
- Knowledge of, respect for, and commitment to First Nations cultures, traditions, and community aspirations, demonstrated through culturally safe and respectful practices
- Commitment to cultural competency, reconciliation, and respectful engagement with First Nations communities
- Must have valid Ontario Driver's License and access to reliable transportation
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

Ready to make a difference?

Apply today and become part of our dynamic team!
Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

4:00 PM November 5, 2026

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.
Only candidates who meet the qualifications and are granted an interview will be contacted.
Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

Learn more at www.nokiiwin.com/work
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