



**Nokiiwin**  
TRIBAL COUNCIL

## Employment Opportunity

Position: **Finance Officer Intern**  
Status: Full-time Contract  
Opening Date: December 2, 2021  
Location: Thunder Bay, ON

Posting Reference #: NTC 20211202- FIN  
Contract End Date: March 31, 2022  
Closing Date: January 3, 2022

Celebrating our 15<sup>th</sup> year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 30+ staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, economic development, community planning, technical and education services. For more information, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

The Finance Intern provides an opportunity for a recent graduate to pursue a career in management accounting in a rapidly expanding and multi-faceted not for profit organization. The Finance Intern will have day to day responsibility for coordinating accounts payable and expenditure management together with systems and software development project responsibilities as the organization undertakes accounting software upgrades and customization and development of quality management and internal control documentation.

### **Key Responsibilities:**

- Prepare and process payments for supplier invoices, travel and client supports.
  - Verify account codes, documentation, and signatures for proper assignment of budgetary expenditures.
  - Maintain approved vendor listing.
  - Reconcile supplier accounts.
  - Act as first line contact with vendors regarding billing problems
  - Maintain organized and audit-ready files.
- Support budget and audit processes (including year end, funder and internal controls) including.
  - Track/monitor compliance with purchasing and payment policies
  - Prepare standard operating procedure, workflow and training documentation.
  - Provide input to develop solutions for staff training and systems improvement.
- Support financial systems development to meeting growing organizational demands.
  - Assist with research, implementation and customization of accounting and workflow software
- Cross train in payroll, accounts receivable and revenue management
- Maintain up to date filing and record systems.

### **Preferred Qualifications:**

- College Diploma in Business Administration, Finance, Accounting, or a related field.
- An individual working toward a professional designation as a Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFM) is ideal
- 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.
- Must have valid Ontario Driver's License and access to reliable transportation.
- Must be bondable.
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

**Interest applicants are invited to apply through our on-line application process through [Indeed.com](https://www.indeed.com) by Monday January 3, 2022.**

*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 Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

