



POSITION TITLE:	FINANCE CLERK
DEPARTMENT:	FINANCE AND INFORMATION TECHNOLOGY
REPORTS TO:	FINANCE MANAGER
CLASSIFICATION:	ONE (1) FULL TIME/CONTACT VACANCY (UNTIL JUNE 2027)
FULL SALARY RANGE:	\$55,959.29 - \$69,258.89*
LOCATION:	HIAWATHA FIRST NATION, ON
POSTING DATE:	JANUARY 13, 2026
CLOSING DATE:	FEBRUARY 8, 2026

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Finance Manager, the Finance Clerk is responsible for assisting the Finance team in all aspects of the operations of the finance department.

RESPONSIBILITIES

- Accurately code and post to maintain the integrity of the General Ledger and resulting reports used by the Finance Department for Agency and Ministry reporting.
- Obtaining and ensuring appropriate levels of authorization for expenditures.
- Ensuring invoicing is accurate and agency processes and policies are adhered to.
- Working under strict deadlines and time constraints.
- Reconciliation of various areas of accounting functions.
- Working with a high level of confidentiality.

Finance Administration:

- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare, verify, and process invoices and coding payment documents.
- Prepare batches of invoices for data entry and enter invoices for payment.
- Reconciliation of various charting of accounts, vendor statements, etc.
- Maintain updated vendor and program files.
- Maintain updated revenue source files.
- Assists with the ongoing monitoring of all budgets.
- Prepares monthly, quarterly, and annual reports as required by the Executive



Director, Director of Finance & Information Technology, and Finance Manager.

- Assist with the design, development, implementation, and reporting templates for the finance department as required by various managers.
- Prepare and review monthly year-to-date variance reports for the Finance Manager.

Administrative:

- Review and verify travel claims to ensure accuracy, completeness, and compliance.
- Maintain a filing system for all financial documents.
- Assists with the development of financial processes
- Consults with the Finance Manager to help address any contentious financial management issues.
- Assists in the completion of required government reports and filing requirements as needed.
- Assists in the annual audit process.
- Assists with the development and implementation of finance policies and procedures.
- Ensures positive working relationships with partner agencies, vendors, staff, and clients.

Other Duties:

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Degree or diploma in Accounting or a related field.
- A minimum of two (2) years of experience in a finance role.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

Knowledge Requirements:

- Strong working knowledge of CPIN/ORACLE would be considered an asset.
- Awareness of Generally Accepted Accounting Principles (GAAP).
- Financial research/analysis techniques.
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers.
- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Knowledge of Indigenous culture and values including awareness of the First Nation,



Inuit, and Métis Communities we service.

Ability Requirements:

- Demonstrated ability to pay attention to detail.
- High level of accuracy in preparing and entering information
- Be familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- Be thoroughly familiar with the implementation and use of Financial Management Policies.
- Have a solid background in the use of computers and accounting, spreadsheet, and document software.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

WORKING CONDITIONS

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. We recognize however, that the needs of the children, youth and families that we work alongside do require services outside of these hours. We have a flexible work policy where we aim to maintain an 8 hour schedule (inclusive of a 1 hr lunch), but there are occasions where such planning is not possible. In this role, you will need to have flexibility in your work schedule.

STARTING SALARY RANGE

- Starting salary is \$55,956.29 - \$64,568.95 depending on qualifications and experience.

*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca



Dnaagdawenmag Binnoojiiyag

Child & Family Services

EMPLOYMENT OPPORTUNITY

- Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work-related supervisory references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.