

EMPLOYMENT OPPORTUNITY

Position:	Office/Finance Manager, Moose Deer Point Marina
Duration:	Permanent Full time upon successful completion of probation
Salary:	To be determined
Start Date:	November 20, 2017

Qualifications:

- Minimum grade 12 with experience and training in accounting, computer accounting programs and spreadsheets
- Computer proficiency in Microsoft Office and in particular Microsoft Word and Excel
- Previous experience overseeing, managing an office environment
- Proficiency in the Business Visions Accounting software

Under the direct supervision of the Moose Deer Point Marina Manager, the Office/Finance Manager will be responsible for performing, the following summarized list of duties.

- Monitor accounts receivable and process payments
- Record accounts payable and submit payments to suppliers as required
- Respond to customer inquiries involving account balance, invoicing, etc
- Process all purchase orders and work orders associated with the service department
- Prepare and submit all government remittances ie; WSIB, HST, Gas Tax Vouchers, etc.
- Prepare bank reconciliations and finalize monthly statements
- Prepare and process payroll
- Prepare contracts and invoicing for dockage and storage
- Completion of audit preparations and ensure compliance of all financial accountabilities as indicated in the Marina Financial Policy
- Perform duties associated with Human Resources (HR) ie; new hire letters of offer, ROE, WSIB claims, etc.
- Provide clerical support to the Marina Manager for all correspondence pertaining to Marina business
- Maintain personnel files for all staff of the Marina
- Provide assistance to the store clerk staff when and as needed ie; ordering, serve as relief staff within the marina as required,
- Completion of schedules for all store clerks
- Any other duties as may be deemed necessary by the Marina Manager

Please submit your application/updated resume to the First Nation Government Office, Attention: Rhonda Williams, Administrator, on or by November 15, 2017 at 4:30 p.m.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.