

HURONIA Area Aboriginal Management Board

1101, 2nd Ave E. Unit 1131-A, Owen Sound, ON N4K 2J1

Tel: (519) 376-9400 Fax: (519) 376-0077

Email: ldmcoordinator@bellnet.ca



Huronian Area Aboriginal Management Board – Employment Posting Finance Clerk/Program Support



Position:	Finance Clerk/Program Support
Supervisor:	LDM Coordinator
Place of Work:	Owen Sound
Rate of Pay:	Based on education and experience
Term:	Date of hiring to March 31, 2024 with possibility of renewal.

Huronian Area Aboriginal Management Board is seeking to hire a Finance Clerk Trainee/Program Support worker. The Finance Clerk Trainee/Program Support will work under the authority of the Huronia Area Aboriginal Management Board. The main responsibility will be to assist the administration of HAAMB's office with clerical work and finance transactions. Perform office procedure support to ensure effective delivery of services to clients and staff members: assistance with client intake forms, maintain Finance filing system, answering telephone, accounts payables, processing cheques and distribution, etc.

Duties and Responsibilities:

- Ensuring confidentiality and safety of Huronia Area Aboriginal Management Board and Employment Ontario Service Provider information;
- Adhering to HAAMB policies and procedures;
- Assist with welcoming clients and visitors to the office and directing them to appropriate staff member;
- Responding to inquiries from the general public, government and agencies regarding employment and training programs and services;
- Assist Program Coordinators with their client appointments and travel arrangements if necessary;
- Assist with scheduling Board Meetings and distribution of package information. Assist with writing of Board Meeting Minutes in preparation of next scheduled meeting;
- Collect relevant resources and references for client resource centre;
- Assist with administration and Finance information filling;
- Maintain office equipment and supplies;
- Work as a team player with minimum supervision, other duties as assigned.
- Must be willing to undertake required training if necessary: Sage Simply Accounting and accounts payables. Training duties will include the following: collect and record financial paperwork for HAAMB and Employment Ontario Services; Post financial transactions; process cheques and disbursement under the direction of LDM Coordinator; prepare cheques and distribute to staff and clients;

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Minimum Qualifications:

1. Must have some Post Secondary education in office administration; or an acceptable combination of training, education and experience or Grade 12 with a willingness to obtain training on the job and certification.
2. Experience in office setting, including meeting minute taking.
3. Experience in dealing with public.
4. Proven communication skills; written, verbal and electronic.
5. Knowledge of Skills and Employment Training Programs and Services.
6. Proficient in Microsoft Word, Excel, Outlook, etc.
7. Clear criminal records check.

Please submit a letter of application, resume and 2 employment related references to the above address. Emailed applications can be sent to ldmcoordinator@bellnet.ca

Please note: Applicants responsibility to ensure application is accepted by deadline.

Job Description available upon request.

Posting Date: April 14, 2023

Deadline for application: **April 28, 2023 4:30 pm**

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