



FINANCE ASSISTANT – 137-25-1
Finance, Core Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **August 13, 2025**, for the **Finance Assistant** with **Finance, Core Services** Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through <https://www.vsciberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Finance Assistant** reports to and works under the direction and supervision of the Director of Accounting. To assist the Director of Accounting in performing various accounting functions that may include account reconciliations, supporting accounts receivable and/or accounts payable, and accounting for fixed assets within the policies and procedures established by Six Nations of the Grand River for the Central Finance Department.

Type	Full Time
Closing Date	August 13, 2025
Hours of Work	35 hours per week
Wage	\$46,300 per year

***A competitive compensation package will be offered commensurate with qualifications. ***

BASIC QUALIFICATIONS:

- An accredited post-secondary degree in the Accounting/General Business/General Administration

OR

- An accredited post-secondary *diploma* related to Accounting/General Administration with 2+ years of work related experience in Finance and General Administration;
- High level of computer skills: Microsoft Office specifically Microsoft Word and Microsoft Excel, and a computerized Accounting system.
- Knowledge of office equipment.
- Experience in preparing financial reports.
- Excellent communication and organizational skills.
- Understanding the importance of confidentiality.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Maintain a high level of confidentiality

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Khwahish Taneja, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all the following:

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Finance Assistant – Full Time – 137-25-1

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

SIX NATIONS OF THE GRAND RIVER

POSITION DESCRIPTION

POSITION TITLE: **FINANCE ASSISTANT**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Accounting.

PURPOSE AND SCOPE OF POSITION:

To assist the Director of Accounting in performing various accounting functions that may include account reconciliations, supporting accounts receivable and/or accounts payable, and accounting for fixed assets within the policies and procedures established by Six Nations of the Grand River for the Central Finance Department.

RESPONSIBILITIES:

1. TECHNICAL FUNCTIONS

- Maintains record of fixed assets.
- Prepares bank reconciliations for assigned bank accounts.
- Create and post journal entries, reconcile accounts, maintain general ledgers and prepare financial and year end statements.
- Set up all Ontario First Nations Limited Partnership (OFNLP) commitments in the general ledger.
- Prepare OFNLP monthly and annual reporting.
- Process, verify financial records and establish, maintain and balance various accounts using manual and computerized accounting systems.
- Assist Director of Accounting with legal/litigation maintenance and processing.
- Provide support for Accounts Receivable and Accounts Payable.
- Process and filing of GST rebate applications.
- Perform other related duties as may be required by the Director of Accounting.

2. COMMUNICATION FUNCTIONS

- Assist with Annual Audit, Special Audits and Audit Reviews.
- Participates in meetings with the Director of Accounting to review and discuss period results.
- Completes ad-hoc requests for information to help internal clients to make evidence-based decisions.

3. OTHER FUNCTIONS

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Performs other work-related duties as may be required by the Director of Accounting, and Director, Financial Reporting and Analysis.

WORKING CONDITIONS:

Work requires sound accounting skills; must exercise initiative and good judgment, ability to work independently; interact with diplomacy and tact; must maintain confidentiality and act in the best interests of Six Nations of the Grand River; subject to deadlines and interruptions.

WORKING RELATIONSHIPS:

With the Director of Accounting:

Receives direction, guidance and encouragement; discusses plans and priorities; provides financial information, advice and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the department.

With the Director Financial Reporting and Analysis:

Receives direction, guidance and encouragement; discusses plans and priorities; provides financial information, advice and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the department.

With Other Six Nation of the Grand River Elected Council Staff:

Courtesy, cooperation and teamwork with all staff to improve services provided.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- College diploma in accounting, bookkeeping or related field and one (1) year of related work experience; OR completion of Grade 12 (or Equivalency — G.E.D.; Ontario Basic Skills Level 4) and 3 years of related work experience in bookkeeping or accounting.
- Working knowledge of Microsoft Office products, specifically Excel, Word and PowerPoint, and accounting software.
- Possess willingness to take direction and instruction.
- Possess initiative and the ability to work independently.
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Good knowledge of the Six Nations of the Grand River Community and highly sensitive to Six Nations of the Grand River culture.

IMPACT OF ERROR:

Errors in the fulfillment of duties could result in financial loss and legal liability; errors in conduct could lead to poor public relations and loss of credibility to Six Nations of the Grand River Elected Council.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

CONTROL:

Guiding principles set by the Six Nations of the Grand River Financial Management Policy. Works within the administrative policies and procedures established by Six Nations of the Grand River Elected Council for the Finance Department and other legislation provided by the respective government agencies, and works under the respective government agencies, and Generally Accepted Accounting Policies, procedures and standards contained in the C.I.C.A. handbook and rules of professional conduct.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.