



JOB OPPORTUNITY

Finance Clerk

Position Title: Finance Clerk

Department: Finance

Reports To: Financial Controller / Band Administrator

Location: Animbiigoo Zaagi'igan Anishinaabek (AZA) Band Office

Employment Type: Full-Time

Salary: \$60,000 annually

About the Role

Animbiigoo Zaagi'igan Anishinaabek (AZA) is seeking a detail-oriented and reliable Finance Clerk to join our Finance Department. This role plays an important part in supporting the day-to-day financial operations of the organization, including Accounts Payable, Accounts Receivable, and financial record management. The Finance Clerk position is flexible and may focus on either Accounts Payable or Accounts Receivable based on operational needs. The successful candidate will demonstrate strong organizational skills, accuracy, and the ability to maintain confidentiality while working collaboratively with staff across departments.

Key Responsibilities

Accounts Payable

- Receive, review, and process invoices
- Verify accuracy, approvals, and supporting documentation
- Enter data into financial systems
- Prepare payment batches (cheques and electronic payments)
- Reconcile vendor statements and resolve discrepancies
- Maintain organized records and files
- Communicate with vendors regarding payments and inquiries

Accounts Receivable

- Prepare and issue invoices

- Record incoming payments and receipts
- Track and maintain outstanding accounts
- Follow up on overdue payments
- Reconcile payments with financial records
- Maintain accurate documentation

General Finance Support

- Maintain financial records and documentation
- Assist with month-end and year-end processes
- Support audits and financial reviews
- Provide assistance to staff on financial procedures
- Perform data entry, filing, and document management
- Complete other duties as assigned

Qualifications

Education

- Diploma or certificate in Accounting, Finance, Business Administration, or related field
- Equivalent experience may be considered

Experience

- Experience in bookkeeping or financial administration is an asset
- Accounts Payable/Receivable experience preferred

Skills & Competencies

- Strong attention to detail and accuracy
- Knowledge of basic accounting principles
- Excellent organizational and time-management skills
- Ability to handle confidential information
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with accounting software is an asset
- Strong communication and teamwork skills

Working Conditions

- Office-based position at the AZA Band Office
- Occasional overtime during peak periods (e.g., audits, fiscal year-end)
- Occasional travel for training or meetings

How to Apply

Please forward your resume, cover letter, and three references to:

Sabrina Nord

Human Resource Officer
Animbiigoo Zaagi'igan Anishinaabek
Box 120
Beardmore, Ontario P0T 1G0

Email: hr@aza.ca
Phone: 807-853-1641

We thank all applicants for their interest; however, only those selected for an interview will be contacted.