



JOB POSTING - (OPEN UNTIL FILLED)

BOOKKEEPER ASSISTANT

STATUS: Full Time (28 hours per week)

The **Bookkeeper Assistant** will be responsible for assisting the Bookkeeper in the day-to-day administration of the North Bay Indigenous Friendship Centre's finances, including payroll, financial reports, accounts payable, accounts receivable, and government remittances under the supervision of the Bookkeeper. The Bookkeeper Assistant will provide both financial and clerical support to the Bookkeeper in the urban area of North Bay.

ACCOUNTABILITY:

The **Bookkeeper Assistant** will work under the daily supervision of the Bookkeeper, and is ultimately accountable to the Executive Director.

QUALIFICATIONS:

- Must have a minimum combination of 1-2 years of education and experience in bookkeeping
- An understanding of urban Indigenous people's issues and needs preferred
- Ability to deal with customers and vendors in a considerate, open-minded, and compassionate manner
- Strong knowledge of Microsoft Office Suite of software is required
- Strong knowledge of Sage 50 accounting software (formerly Simply Accounting) is required
- Ability to exert care and control over the NBIFC assets and records and establish procedures for safeguarding, including security and computer backup is required
- Excellent oral and written communication skills
- Ability to work independently and as part of a team
- Maintains personal and professional integrity, and handles confidential information with discretion is required
- Valid driver's license with clean abstract, appropriate insurance, and access to reliable transportation is required
- Criminal record check is required
- Ability to work flexible hours
- Must follow the NBIFC Mandatory COVID-19 Health and Safety in the Workplace and Vaccination Policy

Please submit your cover letter, resume and three (3) references to:

Human Resources Coordinator

980 Cassells Street

NORTH BAY, ON P1B 4A8

Email: hrc@nbifc.org

We thank all interested applicants; however only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of indigenous descent will be given preference.