



## Timmins Native Friendship Centre EMPLOYMENT OPPORTUNITY Finance Clerk

The Timmins Native Friendship Centre (TNFC) is an award winning Friendship Centre in Ontario and Canada. The TNFC provides services and programs to support the cultural heritage of Indigenous peoples and assist in their inclusion and participation in urban life. We strive to improve the quality of life for urban Indigenous peoples living in the Timmins area by providing intervention, direct services, advocacy and support in the areas of health, education, employment and training, culture, recreation and social services.

If you are ready to work in our fast paced environment in the capacity of **Finance Clerk** submit your resume today!

### **Responsibilities**

To provide administrative support in finance related day-to-day functions ensuring accuracy, completeness and compliance with financial practices, policies and procedures that are aligned with TNFC's long-range strategic plan.

### **Qualifications**

- Post-secondary degree or diploma or minimum two years experiences in financial administration.
- Experience with computerized accounting and financial reporting systems.
- Excellent oral and written communication skills.
- Good organizational skills in preparing budgets and breakdowns for management and programs.
- Self-motivated, able to schedule and prioritize work.
- Good judgment, adaptability and willingness to learn.
- Willingness to work flexible hours.
- Ability to speak Cree and/or Ojibway an asset.
- Willingness to work flexible hours.
- First Aid/CPR, Food Handler's Certificate, and WHMIS.
- Knowledge of the Friendship Centre movement, its aims and objectives.
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check.
- Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.
- Proof of COVID-19 Vaccination Mandatory.

*The TNFC is committed to an inclusive, barrier-free selection process. If contacted regarding this competition, please advise the interview coordinator of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.*

**\* 3 employment references will be required at the time of the interview \***

### **Contact Information**

If you are interested in qualifying in this role, please send your resume and cover letter to:

Timmins Native Friendship Centre  
179 Kirby Avenue, Timmins, ON P4N 1K1  
Website: [www.tnfc.ca](http://www.tnfc.ca)

Mickayla Bird, Executive Director  
Fax: (705) 268-6266  
Email: [hr@tnfc.ca](mailto:hr@tnfc.ca)

A Full Job Description is available with Reception at [reception@tnfc.ca](mailto:reception@tnfc.ca).

**Date Posted:** January 9, 2023

**Posting Deadline:** 12:00pm on January 23, 2023