

**Part-Time Finance Assistant**

**MGBHLMFN Economic Development**

MGBHLMFN Economic Development is dedicated to fostering sustainable economic growth and opportunities within our community. We support local businesses, explore new ventures, and work towards a prosperous future for all MGBHLMFN members. We are seeking a detail-oriented and organized ***Part-Time Finance Assistant*** to support our economic development team. This is an excellent opportunity for someone looking to contribute to the financial health and success of our initiatives.

**Roles/Responsibilities:**

* Assist with basic bookkeeping tasks, including data entry and record keeping.
* Process invoices and expense reports accurately and in a timely manner.
* Reconcile bank statements and other financial accounts.
* Prepare and maintain financial documents and reports.
* Assist with payroll processing as required.
* Support the preparation of budgets and financial forecasts.
* Maintain organized financial filing systems (both physical and digital).
* Communicate with vendors and suppliers regarding payments and inquiries.
* Assist with grant reporting and financial compliance requirements.
* Perform other administrative and financial tasks as assigned.

**Qualifications:**

* Previous experience in a finance or accounting support role is an asset.
* Proficiency in accounting software (e.g., Sage) is an asset.
* Strong understanding of basic accounting principles.
* Excellent data entry skills and attention to detail.
* Proficient in Microsoft Office Suite, particularly Excel and Word.
* Strong organizational and time management skills.
* Ability to work independently and as part of a team.
* Excellent communication and interpersonal skills.
* Ability to maintain confidentiality of sensitive financial information.
* Knowledge of or experience working with Indigenous organizations and communities is an asset.

Requirements:

* Satisfactory criminal record check may be required.

**ADDITIONAL REQUIREMENTS:**

* 4-year applicable University Degree
* minimum of 5 years work experience managing Indigenous populations in a related sector, such as finance and leading staff with a proven record of success.
* The Finance Assistant shall maintain a positive relationship within the community and with the community members.

**WORKING CONDITIONS:**

* Complete responsibilities and duties free of external influences.
* All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and according to any applicable and existing Human Relations policies and standards.
* Employees will respect each other’s time, space, and need for concentration.
* Socializing and interruptions must not impede workflow.
* Working hours 8:30am-4:30pm Part Time 24 hours Per Week.
* All employees will ensure a safe working environment is maintained
* The First Nation is a drug and alcohol-free workplace
* You will be working in sensitive and confidential circumstances and are expected to maintain that confidence at work and out of work.

**HOW TO APPLY:**

**Email: human.resources@mosquitofn.ca**

**Deadline: June 16,2025**

Please submit your resume with cover letter outlining your interest to:

**Human Resources Department**

Mosquito, Grizzly Bear's Head, Lean Man First Nation

*Only those selected for an interview will be contacted*