



WAASEGIIZHIG
NANAANDAWE'IYEWIGAMIG

**EMPLOYMENT
OPPORTUNITY**

**Finance Assistant
1 Full Time Position**

We provide primary health care through a range of options including prevention, assessment, diagnosis and treatment. Our team includes health professionals, educators and support workers representing both traditional Anishinaabe and contemporary models of care, and uses wholistic health and community development concepts.

The position is part of the administration unit of the organization, reporting directly to the Finance Manager and supporting the financial management function. The position is challenged to respond to a wide variety of individual demands in a timely manner, within the constraints imposed by policy and procedure. The position must establish and maintain linkages with the Management Team to ensure appropriate approvals have been obtained, and with all line staff to ensure timely fulfillment of requests and obligations.

NOTE: Anishinaabe traditional practices involve cultural ceremonies and burning sacred medicines including tobacco, sweetgrass, sage and cedar within the work setting.

QUALIFICATIONS:

- Post-secondary education in business accounting or relevant/appropriate combination of education, training, with three years of direct related experience
- 3-5 years experience working in a similar position
- Advanced computer skills and experience operating in a network environment with business financial management and Microsoft Office applications
- Demonstrated interpersonal communication and problem solving skills
- Ability to work both independently, and as a team member
- Experience working in an Anishinaabe organization, and sound understanding of Anishinaabe culture and values
- Ability to speak and understand Ojibwe an asset
- Valid drivers' license and own vehicle required; copy of current drivers' abstract required
- Current criminal records check required
- Commitment to ongoing training and professional development relevant to job requirements
- Positive attitude and capacity to act as a healthy lifestyle role model

APPLICATION DEADLINE: Monday July, 4 2022

Please send resume with covering letter and three references, to:

Finance Assistant

WAASEGIIZHIG NANAANDAWE'IYEWIGAMIG
P.O. Box 320,
Keewatin, Ontario
POX 1C0

Email: wpierce@wnhac.org

Fax: (807) 467-8341

Phone: (888) MYWNHAC ext 235

We thank all applicants for their interest in this position; however, please note only those selected for an interview will be contacted.