



**GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE**

## **GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY**

**Position:** Accounting Technician/Administration Support  
**Location:** Grand Council Treaty #3 Finance Office, Kenora ON  
**Salary:** \$50,000.00 to \$55,000.00  
**Closing Date:** Open until filled

### **Job Overview:**

Reporting directly to the Finance Manager, the Accounting Technician supports the work of the Grand Council and assists the Executive Office of Grand Council Administrative Corporate Services.

### **Responsibilities:**

- Prepare, verify and maintain staff travel receivables.
- Prepare, verify and maintain staff travel accounts payable.
- Void/cancel cheques.
- Reconciliation and preparation of journal entries and adjusting entries; Audit preparation.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3.

### **Qualifications:**

- Business Administration Diploma.
- Extensive working knowledge of FACTS.
- Two (2) years Accounting experience.
- Excellent knowledge of various accounting software is an asset.

### **Skills/ Abilities:**

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- Ability to work with all levels of employees and departments.
- Ability to provide professional customer service.
- Communicate effectively and diplomatically orally and in writing.
- Proven skill to format and draft correspondence, forms, reports, and proposals.
- Ability to work under pressure and meet deadlines.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

### **Preference will be given to those applicants with:**

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

**Employment Conditions:**

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information of 3 references to the attention of:

**Human Resource Department**

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.