



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant/Accounting Technician
Position: New Position
Salary: \$60,000.00 – 65,000.00
Location: Kenora, ON – Finance Office (In Person)
Closing Date: May 1, 2026

Overview:

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

Duties and Responsibilities:

- Support GCT#3 Management by managing their file expenditures and allocations.
- Develop the capacity of Admin staff with coding of requisitions.
- Assist with the preparation of accounts receivables and payables; data entry.
- Void/cancel cheques as required.
- Support reconciliation and preparation of journal entries and adjusting entries; audit preparation.
- Greet and welcome visitors; direct them to appropriate personnel.
- Answer and forward incoming calls and inquiries.
- Prepare and file purchase orders, invoices, travel claims, and cheque requisitions.
- Communicate directly with communities, staff and vendors as required.
- Pick up/drop off mail, bank deposits, and office supplies.
- Assist with travel bookings and preferred hotel rates.
- Maintain office filing systems (digital and physical).
- Scan and distribute financial documents.
- Organize and prepare binders and meeting materials.
- Support leadership during meetings and forums.
- All other related duties assigned by Finance Manager and/or the Director of Finance.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.

Qualifications:

- Business Administration Diploma (preferred).
- Two (2+) years of Accounting or Bookkeeping experience.
- Knowledge of various accounting software such as Adagio, Sage Intacct, and Paydirt is an asset.
- Strong organizational, multitasking, and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Valid driver's license and clear background checks required.

Employment Knowledge, Skills & Experience:

- Proficient use of various office-based software including Microsoft Office (Word, Excel and Power Point); online video-conferencing platforms (Zoom, Microsoft Teams).
- 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 under minimal supervision.

Employment Conditions:

- Must have valid driver's license in good standing and a reliable vehicle.
- Must have a clear criminal record.
- Monday-Friday, 9:00am - 4:30pm.
- Busy office setting and repetitive work; manual dexterity required for computer work.
- Interacts with public at large.
- Occasional overtime may be required.
- Must be able to travel on short notice (travel may be required within Kenora and surrounding areas).

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

Human Resources Department

Grand Council Treaty #3

P.O. Box 1720, Kenora, Ontario P9N 3X7

Email: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**