



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

This position is open only to internal GCT3 staff and Treaty 3 members. Applicants must identify their community. Not open to the general public.

Position Title: Accounting Technician
Position: Existing Position
Salary: \$70,000.00 – 73,000.00
Location: Kenora, ON – Finance Office (In Office)
Closing Date: June 25, 2026

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.

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.
- 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.

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.**