



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: Payroll and Accounting Specialist
Position: Existing Position
Salary: \$75,000.00 - 80,000.00
Location: Kenora, ON – (In Office)
Closing Date: June 25, 2026

Overview:

Grand Council Treaty #3 is seeking an experienced Payroll and Accounting Specialist to support the day-to-day financial operations of the organization. The successful candidate will be responsible for administering biweekly payroll, maintaining accounts receivable, completing bank reconciliations, and supporting financial reporting activities.

Grand Council Treaty #3 is dedicated to advancing the rights, interests, and well-being of the Anishinaabe Nation in Treaty #3 territory. Guided by the principles of respect, accountability, and service, we are seeking a skilled and detail-oriented professional to join our Finance team.

Duties and Responsibilities:

- Administer and process biweekly payroll.
- Maintain payroll records and prepare payroll reconciliations.
- Process accounts receivable and monitor outstanding balances.
- Complete monthly bank reconciliations.
- Treaty #3 Investment Group financial A/P – A/R
- Oversight of Grand Council Treaty #3 Charitable Arm
- Prepare journal entries and supporting schedules.
- Assist with month-end and year-end financial reporting.
- Support audits and maintain accurate financial documentation.
- Respond to payroll and accounting inquiries.
- Ensure compliance with organizational policies and applicable legislation.
- Perform other related duties as assigned.

Qualifications:

- Diploma or degree in Accounting, Finance, or a related discipline. Completion of the Payroll Compliance Professional designation through the National Payroll Association would be a great benefit.
- Minimum three years of payroll and accounting experience.
- Knowledge of payroll legislation and accounting principles.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Excel and accounting software.
- PCP designation is considered an asset.
- Experience working with Sage Intacct, PayDirt Payroll, and HRIS systems is considered an asset.
- Knowledge of Indigenous organizations and communities is considered an asset.

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.**