

JOB POSTING

Position: Accounting Clerk

Term: Full Time

Location: 977 Alloy Drive Suite 18 Thunder Bay, Ontario

Company Overview

Ne-Daa-Kii-Me-Naan Inc. (Nedaak Inc.) is a First Nation owned Forest Management Company that holds the Forest Resource License (FRL) and delivers forest management services on the Kenogami Forest. The company has been working in the region since 2012 and is growing. Nedaak works closely with government, industry and other stakeholders and is committed to Economic, Social and Environmental Sustainability and in delivering value to our clients and shareholders. We are seeking an Accounting Clerk to join our team and support our growing and dynamic business.

Job brief

Supporting the General Manager, we are looking for an Accounting Clerk who will assist in managing the financial affairs of the company including application of QuickBooks for accounting entries. The Accounting Clerk will manage accounts receivable & payable, payroll and expense management and government remittances. In the role you will liaise with bank, legal and accounting firms and be responsible for document management and monthly and year-end accounting. The successful candidate will be offered a competitive salary and participation in the corporate benefits plan. Salary will be commensurate with experience and qualifications.

Mandatory Qualifications and Requirements

- Experience and/or training in bookkeeping and/or accounting
- Experience using accounting software, notably QuickBooks
- Familiarity and experience managing payroll, AR/AP, journal entries and banking
- Excellent MS Office knowledge
- Ability to develop and conduct presentations and reports



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WEBSITE www.nedaak.ca

- Outstanding organizational and time management skills
- Must be able to apply discretion, confidentiality and tact
- Must be self-starter, problem solver and team player
- Enjoys a fast-paced environment and multi-tasking

Asset Qualifications

- Accounting designation (CA, CMA, CGA) or Bachelor in Business degree
- Experience in Human Resources Management (HRM)
- Experience in Web design and Corporate Social Media
- Experience in Forest Management or other Forest Sector Businesses
- Experience in preparing Management Reports, Budgets

Working Conditions

- Periodic travel to satellite office or other locations
- Must have a valid driver's license
- Lifting or moving small items up to 25 pounds

DEADLINE TO APPLY: Wednesday October 30th, 2019

If this opportunity interests you, please forward a covering letter and CV that highlights your qualifications and experience via email to sdboone@nedaak.ca

Please note that only applicants selected for an interview will be contacted and 2-3 references will be required.



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