



KWAYACIIWIN  
Education Resource Centre  
— 6·7·rΔ·3 —

Kwayaciiwin Education Resource Centre in Sioux Lookout, Ontario is seeking a

## Finance Officer

Under the direction of the Executive Director, the Finance Officer is responsible for the financial oversight, budgeting, planning, expenditure control and general accounting practices. The Finance Officer is also responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements.

### Qualifications

- A diploma/degree in Accounting or Business Administration or accounting training with related financial experience.
- Knowledge of computerized accounting programs.
- Experience in planning and budgeting \$5 million or more.
- Excellent skills in computerized accounting programs, accounts payable and accounts receivables.
- Extensive skills in the preparation of financial statements and preparation of financial audit requirements.
- Excellent interpersonal, communication and computer skills.
- Experience working with First Nations.
- Fluency in Cree, Oji-Cree or Ojibway is an asset.

**To apply:** Please submit a resume, two most recent employment references with written permission to contact, and a covering letter via email or fax to:

Charlotte Semple, Administrative Assistant  
Kwayaciiwin Education Resource Centre  
Email: [csemple@kerc.ca](mailto:csemple@kerc.ca)  
Fax: (807) 737-3650

**Deadline:** Friday, September 7, 2018 by 4:30 p.m.

KERC requires Criminal Reference and Child Abuse Registry checks at the time of hiring.

*KERC thanks all those who apply. However, only those selected for an interview will be contacted.*