



EMPLOYMENT OPPORTUNITY

Canadian Council for Aboriginal Business (CCAB)

Finance Coordinator

CCAB invites applications for the full time position of a finance coordinator. If you are hardworking, creative and a career oriented individual that is committed to working for the benefit of the Aboriginal community – we want to hear from you.

CCAB is a national nonprofit charitable organization founded in 1984, which is committed to the full time participation of Aboriginal peoples in the Canadian economy. CCAB offers knowledge resources and programs to both business Canada and the Aboriginal owned member companies to help foster relationships and economic opportunity in Canada.

Reporting to the Director of Finance, the Finance Coordinator is responsible for providing daily financial and administrative support services including preparation of financial statements, and assisting with other administrative functions.

Duties and Responsibilities

- Prepare and coordinate daily bank deposits;
- Processing of CEO reimbursement travel account receivables;
- Accounting responsibilities, including handling of accounts receivable, accounts payable, invoicing for membership and events, credit card expense schedules, and journal entries;
- Providing initial financial analysis for all events; processing payments receive for membership fees and all other events; reconciliation of events revenue and expenses;
- Processing monthly bank reconciliations;
- Providing assistance to CCAB auditors;
- Assisting with other duties as assigned.

Qualifications

- BA degree or a 3 year diploma in Accounting from Technical or Community college with minimum of 3 years' experience in a similar role.
- Maintaining high level of accuracy and confidentiality;
- Strong knowledge of Accounting and Finance;

- Strong computer skills ;
- Experience working with accounting software – QuickBooks;
- Strong MS Office knowledge;
- Familiarity with Converge Online credit card payment processing system;
- Strong team player;
- Strong organizational skills;
- Excellent verbal and written communications skills.
- Established connections within the Aboriginal business community and non-profit is an asset;
- All qualified candidates must be registered with Miziwe Biik Aboriginal Employment and Training.

Compensation

Subject to Government funding this is a full-time one year contract position commencing on April 2, 2018, with a total of 35 hours per week, Monday through Friday at the rate of \$19 per hour.

Those qualified are asked to submit a cover letter with a resume, outlining experience and suitability for the position to hr@ccab.com. **The deadline to apply for the position is March 16th 2018.**

Information regarding CCAB is available at www.ccab.com

We thank all applicants in advance however only those invited to be interviewed will be contacted. **Please no telephone calls.**

Thank you to our sponsors for providing the funding for this position.

Service
Canada

