



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinabek, Bingwi Neyaashi Anishinabek, Kiashke Zaaging Anishinabek, Michipicoten First Nation, Pays Plat First Nation, Netmizzaaggaming Nishnaabeg First Nation, and Red Rock Indian Band.

Finance Officer – Thunder Bay, Ontario (Contract starting October 2025 to March 31, 2027)

You are sincere in your passion to assist in the development of a skilled Indigenous workforce, through the provision of individual and community-based employment and training initiatives. You have demonstrated experience in providing excellent customer service skills and excel at embracing diversity while establishing rapport with clients. Your preferred post-secondary education in Business – Finance or Accounting or Social Sciences is complemented with related experience. Ideally, you have previous experience in the delivery of Labour Market programs and services as well as being proficient in using Microsoft Office Products.

Anishinabek Employment & Training Services provides education, training to employment programs and services to the on- and off-reserve members of nice participating First Nations. AETS operates in conjunction with the Indigenous Skills and Employment Training Agreement to support the Indigenous Skills and Employment Strategy between Service Canada and the Anishinabek.

Under the direction of the Finance Manager, the Finance Officer is responsible for maintaining accurate financial records and supporting the organization's financial accountability requirements including the following duties:

- Maintain financial books and records for AETS including payroll, accounts receivable and accounts payable
- Ensure data integrity and confidentiality with compliance to AETS Policies and Procedures
- Input of accounting data in the Accounting system in a timely, efficient and accurate manner
- Maintain up to date, organized and complete filing system
- Process payroll ensuring collection of all approved payroll documentation, payroll related calculations and verification as required, compliance of payroll laws and regulations, distribution of paystubs, ROEs, T4's to employees, WSIB and other reporting
- Maintain accurate and up to date payroll records
- Verify and process of all invoices and payments for suppliers, service providers, projects and client payments
- Maintain purchase order system ensuring proper authorization for all expenditures and the timely receipt of invoices matched to purchase orders
- Process travel claims for Board and staff
- Maintain petty cash system
- Prepare monthly bank reconciliations and other general ledger reconciliations related to payroll, receivables and payables
- Plan, organize and schedule workload to ensure timely and accurate processing required to meet monthly and quarterly financial reporting requirements
- Provide expenditure reports to programs and management as required
- Perform other duties as directed by management.

Qualifications: Post-Secondary Diploma/Degree in Business – Finance or Accounting, or a Social Science related discipline. Experience in service delivery of labour market programs including training to employment programs; or a combination of education & training with minimum of 3 years related work experience in labour market program delivery. A good solid understanding and experience in accounting and payroll. Excellent interpersonal skills; and a strong working knowledge of Accounting Systems &

Microsoft Office; previous experience in working with First Nation clients; Must have a valid Class G Driver's Licence and willingness to travel. A criminal record check is mandatory upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references position open until filled via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
523 Algoma Street North, Thunder Bay, Ontario, P7A 5C2

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.