

# EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Common Services

*Finance Clerk*

## About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaq Community in Nova Scotia and has over 100 Employees. The CMM's Department of Infrastructure & Community Services is currently looking for an energetic, and independent candidate to fill the role of a Finance Clerk. *Co-op terms also available.*

## Position Overview

The CMM Finance Unit provides all financial accounting functions for Tribal Council (a non-profit entity), the MDCC (Mi'kmaq Debert Cultural Centre [www.mikmaweydebert.com](http://www.mikmaweydebert.com) - a charitable, non-profit entity), and mentors the development of financial services for the MMDI (Mainland Mi'kmaq Developments Inc. - a for-profit entity). Reporting to the CMM Finance Manager, the Finance Clerk is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations.

## Overview of Responsibilities:

- Perform the day-to-day processing of financial transactions to ensure that the company finances are maintained in an effective, up to date and accurate manner.
- Provide administrative support in order to ensure effective and efficient office operations.
- Comply with the generally accepted accounting principles, CMM financial and personnel policies and procedures.

## Position Requirements:

- Community College – Business/Accounting Diploma, or currently enrolled in similar program.
- Must have recent and successful employment experience within an office administration environment with exposure to financial processes and procedures, or currently enrolled in a co-op program.
- Knowledge of office administration and basic bookkeeping procedures
- Knowledge of accounts payable, accounts receivable
- Ability to practice confidentiality concerning financial and employee files
- Awareness of Generally Accepted Accounting Principles (GAAP)
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem-solving skills
- Effective verbal and listening, communications, organizational, and computer skills including the ability to operate computerized accounting, spreadsheets (Excel) and Word processing program (Micro-Soft Office).
- Superior financial calculation understanding, knowledge and skills
- Ability to work well with other managers from a wide range of department areas
- Ability to work a standard thirty-five (35) hours per week; however, the ability to work flexible hours may be required.

## Salary/Employment Term:

Anticipated Salary Range: \$35,000 to \$36,000 per year based on experience. The CMM offers a substantial benefits package to all employees.

**Application Deadline: October 17<sup>th</sup>, 2021**

Submit Cover Letter and Resume to:

Human Resources  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@emmns.com](mailto:HR@emmns.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate may be required to submit a current criminal record check. Applicants **MUST** provide proof of Canadian Citizenship or Permanent Residency.*