



Chapleau Cree First Nation
 P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0
 Tel: (705) 864-0784 ♦ Fax (705) 864-1760
reception@chapleaucree.ca



EMPLOYMENT OPPORTUNITY

Position:	Financial Programmer (Full-Time)
Location:	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
Description:	The position is responsible for assisting in the development of the Health Centre programs and services.
Requirements:	<ul style="list-style-type: none"> ✓ Valid Class 'G' Driver's License ✓ Clear CPIC and Vulnerable Sector Screening ✓ Available after hours and weekends (when required) ✓ Intermediate knowledge in Microsoft Excel and other office productivity tools
Preferred Qualifications:	<ul style="list-style-type: none"> ✓ Previous experience in First Nation communities ✓ Motivated hard-working individual that can multi-task
Duties/Responsibilities:	<ul style="list-style-type: none"> ✓ Comply with CCFN Policies, Standards and Procedures ✓ Uphold the accepted values of the Chapleau Cree First Nation ✓ Uphold the CCFN confidentiality policy and actively safeguard data that they may encounter ✓ Coordination and the reporting of all medical appointments—both locally and long distance ✓ Review the Health Budget on a regular basis with the Healthcare Coordinator ✓ Assist with preparation of invoices for any charges to various internal departments ✓ Prepare budgets annually and complete budget adjustments, as necessary ✓ Responsible for yearly budget and salary preparation ✓ Responsible for Budget and Journal entries to ensure a balanced budget ✓ Monitor and discuss any potential budgetary shortfalls and cash flows with the Healthcare Coordinator, Band Administrator, and the Finance Department ✓ Assist with year-end preparations ✓ Financial reporting of all workplans and budgets to the various funding governments and agencies ✓ Responsible for tracking and reporting varying statistics ✓ Process cheque requisitions ✓ Verify credit card purchases, submit invoices, receipts, and financial documentation to administration in a timely fashion ✓ Responsible for indemnification documents such Driver's Abstracts and CPIC's ✓ Ensure purchase orders are in order and charged to correct departments ✓ Verify that transactions are properly coded and completed, and return incomplete items to the originator ✓ Other related duties as required
Wage:	\$ 39,500.00 - \$ 44,500.00
Closing Date:	Until filled

Individuals are invited to submit their application, résumé and three references to the following:

Edith Larocque, Band Administrator
 Chapleau Cree First Nation
 P.O. Box 400
 Chapleau, ON P0M 1K0
bandadm@chapleaucree.ca

Subject Line: Employment: Financial Programmer

Note: Electronic bids missing the above subject may be missed from consideration.

We thank all applicants, but only those selected for an interview will be contacted.

First Nation individuals and CCFN band members are encouraged to apply!