



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

Tel: (705) 864-0784 ♦ Fax (705) 864-1760

[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Finance Trainee Part-Time with Potential of Permanent Full Time Employment</b>
<b>Location:</b>	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.
<b>Description:</b>	The position is responsible for assisting in accurately recording the detailed financial transactions of the First Nation to a computerized accounting application. These transactions reflect the day-to-day business activity for Payroll, Accounts Payable, Accounts Receivable, presenting an accurate indication of the First Nation's financial status.
<b>Requirements:</b>	<ul style="list-style-type: none"><li>✓ Clear CPIC</li><li>✓ Available after hours and weekends (when required)</li></ul>
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ Previous experience in First Nation communities</li><li>✓ Motivated hard-working individual that can multi-task</li><li>✓ Valid Class 'G' Driver's License</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Comply with CCFN Policies, Standards and Procedures.</li><li>✓ Uphold the accepted values of the Chapleau Cree First Nation.</li><li>✓ Uphold the CCFN confidentiality policy and actively safeguard data and information that he/she may encounter.</li><li>✓ Process check requisitions and checks.</li><li>✓ Enter accounts payable and verify purchases.</li><li>✓ Ensure purchase orders are in order and charged to correct departments.</li><li>✓ Balance accounts receivable statements at month end.</li><li>✓ Balance credit card statements.</li><li>✓ Prepare invoices for any charges to various internal departments.</li><li>✓ Prepare bank deposits and complete cash receipts.</li><li>✓ Enter daily cash summaries for business activities.</li><li>✓ Process and maintain payroll records and HR files.</li><li>✓ Assist with bank reconciliations.</li><li>✓ Assist with year-end preparations.</li><li>✓ Other related duties as requested</li></ul>
<b>Wage:</b>	\$ 20.74/hr.
<b>Closing Date:</b>	March 28, 2025 @ 11:00 AM or 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  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**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!**