



WEECHI-IT-TE-WIN
Family Services Inc.

JR ACCOUNTING CLERK (1 Year Maternity Leave)

GENERAL DESCRIPTION

The Jr. Accounting Clerk is a full-time administrative position in the Finance Unit. The Jr. Accounting Clerk will provide support in all aspects of the Core/Care financial administration of the Corporation. The Jr. Accounting Clerk will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services.

The Jr. Accounting Clerk will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Jr. Accounting Clerk will develop culturally competent practice skills that are congruent to the unique needs of the nine First Nations and to Weechi-it-te-win Family Services.

RESPONSIBILITIES

The Jr. Accounting Clerk reports to the Director of Administration.

PRIMARY QUALIFICATIONS

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings, and a commitment to continue learning, participating, and advocating during any opportunity provided by the Agency or Community.
2. A minimum of 2 years of experience in bookkeeping for understanding of accounting policies and procedures.
3. A minimum of 2 years of hands-on experience on usage of computerized accounting system (SAGE 300).
4. Ability to organize workload, review and follow up vendor requests or concerns.
5. Ability to meet all deadlines and process documents in an accurate manner.
6. A thorough knowledge of word processing and spreadsheet software applications.
7. Possess a valid driver's license in good standing.
8. Knowledge of community and family structure and services, and the customs and traditions of the 9 Area First Nations.
9. Ability to speak Ojibway is an asset.

SECONDARY QUALIFICATIONS

1. Secondary School Diploma with business training.

SALARY

\$56, 854.42 - \$69, 750.44

THREE STEP HIRING PROCESS:

Step 1(Internal)-An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of nine First Nation Partners) – Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
 - ✓ **Resume**
 - ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
 - ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.
- **Applications submitted without** all above required documentation **will not be considered**
 - Only those selected for an interview will be contacted
 - Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION:

Step 1(Internal) and **Step 2**(First Nation Partner Communities) October 9, 2025 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on October 9, 2025 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after October 16, 2025.
