

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Mi'kmaw Conservation Group Accounts Receivable Clerk & FSC Tag Administrator

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight, Mi'kmaq communities of mainland NS. 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'kmaw Community in Nova Scotia and has over 100 Employees. The CMM's Aquatic Resources & Fisheries Management Department is currently looking for an energetic, mature and independent candidate to fill the role of an **Accounts Receivable Clerk & FSC Tag Administrator** with the Department.

Reporting to the Associate Executive Director, the Accounts Receivable Clerk & FSC Tag Administrator will be responsible for performing day to day financial transactions for the Aquatic Resources & Fisheries Management Department including verifying, classifying, computing, posting and recording accounts receivable data; securing revenue for the CMM's commercial fishing gear tagging business; and, overseeing the administration of all fisheries (i.e. Commercial and FSC) tagging and administrative responsibilities. CMM's Account Receivable Clerk duties will include: maintaining and sustaining inventory control of all tags; keeping track and processing accounts and incoming payments in compliance with the CMM's financial policies and procedures; preparing purchase orders and invoices; generating financial statements, DFO reports and reports detailing accounts receivable status; facilitating payment of invoices due to the organization by sending bill reminders and contacting clients with outstanding accounts; and, other bookkeeping duties specific to the tag order business. The successful candidate must have hands-on experience in operating spreadsheets and accounting software as this position will also be required to support The CMM Finance Department when needed.

Position Requirements:

- A diploma in Finance, Accounting, Business Administration or equivalent in a related field is preferred.
- A minimum of one year experience as an accounts receivable clerk or in an equivalent position of work.
- Working knowledge/awareness of finance processes (budgets, generally accepted accounting principles (GAAP), payroll, etc.)
- Ability to develop and manage a database for tag inventory.
- Ability to calculate post and manage accounting figures and financial records.
- Ability to sort, check, count and verify numbers.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Detail-oriented, with the ability to work independently
- Proficiency in MS Office (Word, Excel, PowerPoint, Access) as well as knowledge of Sage Accounting software, Sharepoint/Teams, Benefits Packages, Bank Electronic Capabilities, Purchasing Processes.
- High values in teamwork, client service and professionalism.
- Highly organized with the ability to multitask, prioritize and meet tight deadlines.
- Willingness to work extra hours from time-to-time in order to meet tag order deadlines as well as peak finance cycles when needed.
- Drivers' license, reliable vehicle and ability to travel on short notice.
- Experience working in or with First Nation communities.

Salary/Employment Term:

Salary range: \$35,000-\$40,000 – This is a one (1) year contract with the opportunity for renewal.

Application Deadline: June 28, 2020 by 4:00 PM

Submit Cover Letter AND Resume and to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Fax: (902)893-1520 Email: HR@cmmns.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. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***