



Summer Student Employment Opportunity – Post Secondary Positions

Finance Assistant (1)

**PENDING FUNDING*

Biitigong Nishnaabeg invites students up to 30 years of age coming from Post Secondary and returning in the fall to apply.

Under the Supervision of the Finance Director, the Finance Assistant will be responsible for:

- Become familiar with Biitigong's accounting software and procedures
- Provide support to the Accounts Payable and Accounts Receivable departments
- Complete bookkeeping duties as directed
- Other duties required i.e.; filing/shredding
- Provide relief to reception when required
- Perform other related duties as required

Requirements:

- Enrolled in a Post Secondary Business/Commence/Accounting Program
- Work in a computerized environment, demonstrate professionalism and work efficiently both independently and part of a team
- Knowledge of office administration and book keeping procedures
- Maintain confidentiality concerning financial and employee files
- Effective verbal and listening communication skills

Applicants will be required to submit resume and cover letter, transcripts, student information form, consent to release of information form, and verification of returning to school. (All forms can be found at www.picriver.com)

All Applications must be emailed to russell.twance@picriver.com by May 2nd at 12pm

Only those that submit ALL required information will be contacted for an interview.