



## Nursing Station

P.O. Box 250  
PARRY SOUND, ONTARIO  
P2A 2X4

### PHONE

705-746-8022

### FAX

705-746-2039

**Deborah Pegahmagabow**  
Director of Health

**Programs Services Available**  
**Monday-Friday 8:30-4:30**  
**(other times as posted)**

**Federally funded:**  
Prevention and Promotion  
Programs  
(CHR/NNADAP)

Home and Community Care  
Programs & Services

Medical Transportation  
Program

**Provincially funded:**  
Primary Care Services

HCC Program

Community Aboriginal  
Recreation Activator  
(CARA Program)

Mental Wellness/Prevention  
Regional Services

## JOB POSTING

**PROGRAM AREA:** HEALTH DEPARTMENT  
**POSITION TITLE:** ASSISTANT TO THE DIRECTOR OF HEALTH –  
FINANCIAL CLERK  
**CLASSIFICATION:**

**REPORTING PROTOCOL:** This position reports and works directly with the Director of Health. Direct Staff Responsibilities-interacts directly with other staff on general matters of health programming; receives and documents all submissions to the DOH pertaining to leave logs; P.O.'s; Cheque Requisitions  
Indirect Staff Responsibilities-Only as assigned by the DOH.

**POSITION SUMMARY:** This position will oversee the day to day financial recording and support for all of the WFN Health Department programs; services and administration.

### POSITION DUTIES:

- Access the Sage Financial software and ensure monthly printouts to each program coordinator of their programming variances and advises the Director of Health of concerns regarding programming budgets;
- Provides the Director of Health with all information as required such as variance reports; account receivables and any notifications and analysis of a financial nature;
- Provides suggestions on how to review the budgets; monthly updates to the BCM and provides ongoing support to the Director of Health on general budgetary questions that may arise;
- Provides support in quarterly reports to the funders with the Director of Health.

### QUALIFICATIONS AND SKILLS/EXPERIENCE:

- Completion of Ontario Secondary School Diploma (Grade 12)
- Some college completion or enrolled in accounting program;
- At least 2 years financial experience;
- Experience in the operation of Sage Financial, deemed an asset;
- Ability to speak Ojibway would be an asset;
- Evidence of knowledge of Wasauksing First Nation's history and culture would be an asset;
- Must have proficient level of communication skills, verbal and written;
- Evidence of computer skills within the Microsoft Office and other applicable software programs;

- Organizational and time-management skills;
- Financial management knowledge;
- Administration skills;
  
- Conflict Resolution skills;
- Analytical and problem solving skills an asset.
- Current and valid G2-Ontario license; vehicle and insurance deemed an asset;
- Provide a current CPIC

If you are interested in pursuing this exciting opportunity, please send your resume, cover letter and (3) three up to date references to:

**Shelley Baker, Human Resources Manager**  
**P.O. Box 250**  
**Parry Sound, ON P2A 2X4**  
**Wasauksing First Nation**  
**Email: [hrmanager@wasauksing.ca](mailto:hrmanager@wasauksing.ca)**

**CLOSING DATE: OCTOBER 8<sup>TH</sup>, 2021**

*Preference may be given to Aboriginal candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation history and community.*

***“Only those applicants selected for an interview will be contacted. We wish to thank everyone for their applications”.***