



**Employment Opportunity
Finance and Data Entry Clerk
Natoaganeg First Nation
Competition 2026-BA-01**

Natoaganeg First Nation is seeking a conscientious professional with a strong attention to detail to join the finance team.

Responsibilities include, but are not limited to:

- Inputting Financial Data entries and correcting data entry errors
- Payment processing
- Ensuring accounting functions are processed in accordance with existing policies and procedures
- Maintain filing of all relevant documents, forms, and files
- Preparing and submitting reports for management upon request
- Periodically assisting with Procurement functions
- Back up for reception, including answering phones and assisting walk-ins
- Performing general administrative functions as required
- Other duties and projects as required by the Comptroller

Competency Expectations:

- High attention to detail and accuracy
- Strong time management and prioritization skills
- Conscientious and well organized
- The ability to work within and maintain high standards of confidentiality
- A good working knowledge and skillset in relevant Electronic Business Systems, such as Microsoft Office (Outlook, Excel, Word), Adobe, and Sage 300
- Financial Administration and Data Management experience/knowledge
- Good communication and interpersonal skills
- A positive attitude and willingness to support team members in various projects and tasks
- Analytical, critical thinking, and steadfast decision-making capability

Qualification Requirements:

High school graduation and preferably successful completion of a recognized post-secondary Office Administration program, which includes some finance/accounting basics and 1-2 years of related experience. An equivalent combination of training and experience may also be considered.

Special Requirements:

Must provide a clean criminal record check upon hire

Main Office: Natoaganeg Band Administrative Office, 47 Church Road, Eel Ground, NB

Hours of Work: 75 hours biweekly

Salary: Commensurate with education and experience

Status: Full-time

Those interested in applying are asked to submit a resume demonstrating the required qualifications and competencies, referencing competition 2026-BA-01, to Careers@NatoaganegFirstNation.ca on or before Friday, May 8th, 2026. While we thank all who have applied, only those selected for interview will be contacted.