



ONEIDA NATION OF THE THAMES  
ONEIDA ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO

NOL 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

## JOB POSTING 2<sup>nd</sup> Posting

**Position:** Admin Assistant/Bookkeeper  
**Department:** Health and Human Services  
**Hours:** 35 hours/week, Mon-Fri 8:30-4:30

**Wage Range:** Per Salary Grid  
**Term:** Permanent Full-time

**Posting Date: November 2, 218 Closing Date: Nov. 13, 2018 @ 4:30pm**

**NOTE: All applicants are urged to obtain a full job description, which lists all qualifications and skills for the position, by contacting the Human Resource Department at 519-652-3244.**

### **SUMMARY:**

The Administrative Assistant/Bookkeeper maintains accurate financial records by checking postings, calculations and data entry for all Health and Human Services department budgets. Performs clerical functions for the division. Works closely with the Finance Department ensuring compliance with established policies and procedures. Adheres to all organizational policies and procedures and all legislation relevant as an employee of Oneida Nation and to the position.

### **QUALIFICATIONS/Key Competencies:**

1. Minimum Grade 12, GED or equivalent, **Required**;
2. 2 years' experience as Administrative Assistant; and 2 years Bookkeeping experience; **OR**
3. Office Administration Diploma, **an Asset**
4. Excellent computer skills, (i.e., Excel, Bookkeeping software, Microsoft Word, Outlook;

### **Conditions of Employment:**

1. The successful candidate will submit a current VS-CPIC, (within 6 months), prior to starting employment, at own expense;

### **MANDATORY DOCUMENTATION WITH APPLICATION:**

1. Cover letter, resume, one (1) Supervisor work related and two (2) work related references (names and telephone numbers only);

### **Interested applicants please submit documentation to:**

Oneida Nation of the Thames, Administration Office  
Human Resource Department  
2212 Elm Avenue,  
Southwold, Ontario NOL 2G0  
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted.**
- A registered member of a First Nation, as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

**“People of the Standing Stone”**