

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
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JOB POSTING

Position: Finance/Office Assistant
Term: Permanent Full-Time
Department: Ontario Works
Division: Community and Social Services
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: August 21, 2025

Closing Date: September 4, 2025, at 4:30p.m.

JOB SUMMARY:

The **Finance/Office Assistant** plays an important role in ensuring the smooth daily operations of the Ontario Works program, providing vital support to both front-line service delivery and internal financial functions.

This position involves a wide range of responsibilities, including front-desk reception, scheduling, document preparation, inventory management, and general office coordination. Financial duties include processing payments and invoices, assisting with financial reporting, reconciling statements, maintaining accurate records, and supporting budget preparation.

The ideal candidate is highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of accuracy and professionalism.

EDUCATION:

1. Post-secondary diploma in Office Administration, Accounting, or a related field.

EXPERIENCE:

1. Minimum of two (2) years of experience as an Administrative Assistant or in a similar role.
2. Proficiency in Sage accounting software and Microsoft Office applications.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Vulnerable Sector Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email

hr.recruitment@oneida.on.ca.