

EMPLOYMENT OPPORTUNITY

Finance Coordinator

The Canadian Council for Aboriginal Business (CCAB), based in Toronto, is Canada's leading Aboriginal non-profit association that offers top quality programs and services that help facilitate sustainable relations and collaboration between the Canadian business sector and First Nation, Inuit, and Métis people.

The CCAB seeks a hard-working and career-oriented individual, who is committed to working for the benefit of the Aboriginal community, to fulfill the role of Finance Coordinator. This position reports to the Director, Finance & Operations, and is primarily responsible for accounts payable, accounts receivable and administrative duties related to events.

Performing duties with a high degree of accuracy and within established timelines is important to success in this role. It is also expected that this person maintain complete confidentiality on all financial transactions.

Skills/Qualities Required:

- Enrolled in the Aboriginal Financial Management program, working towards obtaining either a Certificate or Diploma in Aboriginal Financial Management, or your CAFM designation. First year students are welcome, and will be mentored.
- Fluency with computer communications and business applications.
- Working knowledge of computer accounting software, specifically QuickBooks.
- Exceptional attention to detail
- Able to work independently, and demonstrate strong multi-tasking skills.
- Excellent communication skills, both written and verbal.
- Exposure to Aboriginal cultures, communities and businesses is a distinct asset. An Aboriginal candidate is preferred.

Compensation:

The CCAB offers a competitive base salary range of \$35-\$40,000 for this full-time, permanent position, depending on qualifications and/or experience - plus an annual performance bonus based on performance reviews. We also offer a supportive workplace and great employment terms and conditions. Employee benefits package provided.

For immediate consideration, please fax resume with cover letter to 416-961-3995 or e-mail to hr@ccab.com. Closing date will be Friday, February 10, 2012, with a tentative start date of March 5, 2012. For more information about the Canadian Council for Aboriginal Business, please visit our web site at www.ccab.com. The CCAB is proud to be an equal opportunity employer and strongly supports and values diversity in the workplace. No relocation offered. Only those candidates selected for interviews will be contacted. No telephone calls, please.