



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinabek, Bingwi Neyaashi Anishinabek, Kiashke Zaaging Anishinabek, Michipicoten First Nation, Pays Plat First Nation, Pic Moberg First Nation, and Red Rock Indian Band.

Indigenous Regional Workforce Development Roundtable Finance Assistant – Thunder Bay, Ontario

(1 Full Time Contract until March 31, 2026)

You are sincere in your passion to assist in the development of a skilled Indigenous workforce, through the provision of individual and community-based employment and training initiatives. You have demonstrated experience in providing excellent client service skills and excel at embracing diversity while establishing rapport with clients.

Anishinabek Employment & Training Services provides education, training to employment programs and services to the on- and off-reserve members of nine participating First Nations. AETS operates in conjunction with the Indigenous Skills and Employment Training Agreement to support the Indigenous Skills and Employment Strategy between Service Canada and the Anishinabek.

Under the direction of the Finance Manager, the incumbent will provide support as well as be assigned specific responsibility related to the organizations' vision, mission, values, and strategic plan. AETS will be piloting Regional Workforce Development Roundtables in Ontario, which will include the engagement with Ontario distinct based ISETA Holders in collaboration with other stakeholders (i.e.: Industry/Employers, Government, etc...) to align training and employment initiatives with the needs of Indigenous communities and regional labour markets. AETS will deliver Regional Workforce Development Roundtables to support two key, high-growth sectors: Mining and Healthcare. The role includes but is not limited to the following duties:

- Assist Project Co-ordinator with the administration of project finances to:
 - Create and maintain a project budget and cost spreadsheet
 - Input regularly to SAGE 50 Premium Accounting System for accounts payable including invoices, client payments, travel claims and other project related expenses, ensure timely processing of payments and maintaining an up to date and organized payable filing system
 - Maintain project related receivables – track, input to Sage and follow up on outstanding receivables
 - Ensure compliance of financial accountability with funding agreements
 - Provide monthly finance reports for Project Co-ordinator and Finance Manager
- Assist with the monitoring of organizational employee time tracking via Simply In/Out and ensuring it is tracked and input accordingly in Bamboo HR
- Support the Finance Officer with other accounting duties
- Provide assistance to AETS Management with filing and other administrative tasks
- Relief for Administrative Assistant duties as required
- Other duties as required

Qualifications: Post-Secondary Diploma/Degree in Business – Finance or Accounting, or a Social Science related discipline. Experience in service delivery of labour market programs including training or a combination of education & training with minimum of 3 years related work experience in labour market program delivery. Excellent interpersonal skills; a strong working knowledge and experience of Accounting Software and Microsoft Office; previous experience in working with First Nation clients; Must have a valid Class G Driver's Licence and willingness to travel as required. A criminal record check is mandatory upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references by **Thursday, April 17, 2025 at noon (12:00pm)** via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

POSITION POSTED UNTIL FILLED.

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.