



Kwilmu'kw Maw-klusuaqn Mi'kmaq Rights Initiative

Our Rights. Our Future.

Employment Opportunity



POSTION: Finance Clerk (0.8 FTE)

LOCATION: Millbrook, Nova Scotia

CLOSING DATE: October 20, 2026

JOB SUMMARY

Kwilmu'kw Maw-klusuaqn Negotiation Office (KMK) supports the Assembly of Nova Scotia Mi'kmaw Chiefs (Assembly) in the negotiation and consultation processes. KMK engages Nova Scotia Mi'kmaw communities on the best ways to implement our collective Aboriginal and Treaty Rights.

Please Note: This is a 0.8 FTE, in-office position, working Monday through Thursday only. The position is based in Millbrook, Nova Scotia, and is not eligible for remote or hybrid work arrangements.

DUTIES AND RESPONSIBILTIES

Reporting to the Director of Finance, the Finance Clerk provides administrative and clerical support to the Finance Team. The position supports accounts payable processes, invoice and cheque requisition processing, travel and expense claims, financial record management, banking activities, and other finance-related administrative functions.

QUALIFICATIONS

- Post-secondary education in accounting, bookkeeping, finance, business administration, or a related field, or an equivalent combination of education and experience.
- Experience in accounts payable, bookkeeping, invoice processing, expense claims, or a related finance function.
- Knowledge of basic accounting principles and financial controls.
- Proficiency with Microsoft Office, particularly Excel, and computerized accounting systems.
- Strong attention to detail, organization, and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and work independently.
- Experience working with Indigenous organizations or communities is considered an asset.

CONDITIONS OF EMPLOYMENT

- Valid Nova Scotia Driver's Licence and reliable transportation.
- Satisfactory Criminal Record Check

Cover letters and resumes can be emailed to: CAREERS@MIKMAQRIGHTS.COM

Kwilmu'kw Maw-klusuaqn hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Please note that only those selected for further consideration will be contacted.