



## JOB POSTING

### **Position Title: FINANCE / ADMINISTRATIVE ASSISTANT**

Location: Moose Factory, Ontario

#### **Summary of Position:**

Under the general supervision of the Executive Director, the Finance Administrative Officer shall be responsible for finance, administrative, secretarial and clerical support services to the staff of Wakenagun CFDC and as required the Wakenagun CFDC Board of Directors.

**Duration:** FT Permanent (subject to funding)

**Closing Date:** May 30, 2019 (4:00PM EST)

#### **Duties and Responsibilities:**

- Typing a variety of correspondence, reports, memoranda and other documents from notes or tapes.
- Maintaining systems for care of office equipment, inventory of supplies, effective filing systems.
- Answering phones, directing calls and greeting the public.
- Provide administrative support services as required by arranging conference calls, meetings, workshops, preparing briefing packages, making travel arrangements. Attending and preparing minutes of Wakenagun Board, Executive and other meetings as required.
- Verifying and entering invoices for payment in the accounting software used by Wakenagun.
- Assisting with initial client intake. Receiving and recording or distributing Statements of Intent / applications, in the absence of the Investment Officer.
- Entering contacts into the database as they are received.
- On occasion, update the Webpage and other social media pages.
- Ensuring that confidentiality is maintained within the office in reference to individual clients.
- Perform other related duties as assigned by the Executive Director.

#### **Qualifications/Compensable Factors:**

- Successful completion of Finance, Accounting, Office or Business Administration program and/or an equivalent combination of education and experience.
- Proven accounting and secretarial skills, including accuracy in typing, good communication skills, tact and diplomacy.
- Working knowledge of computers and various software programs
- Ability to learn new skills and adapt to changing environments.
- Ability to work with minimum or no supervision.
- Organizational and administrative skills are required to prioritize tasks and ensure the effectiveness of the position.
- Must be willing to travel
- Valid Class "G" driver's license is considered an asset.

#### **Judgement:**

- Initiative and discretion are required in responding to inquiries.
- Initiative is required in effectively and efficiently completing assigned tasks.

#### **Consequence of Error:**

- Errors committed could result in inefficiency, lost documents, misdirected or broken communications, and dissatisfaction by the membership and embarrassment to Wakenagun.

The ability to speak Cree and previous employment experience within the Mushkegowuk communities will be considered assets. A detailed job description is available on request. Send resume and cover letter to [info@wakenagun.ca](mailto:info@wakenagun.ca)