



Job Description

POSITION:	ADMINISTRATIVE ASSISTANT, FINANCE AND LOANS	PROGRAM:	FINANCE AND LOANS
REPORTS TO:	FINANCIAL CONTROLLER AND LOANS MANAGER	EFFECTIVE DATE:	FEBRUARY 13, 2018
WAGE BAND:	1	REVISED DATE:	
STEP RANGE:	\$31,200 – \$39,494	APPROVED BY:	

SUMMARY:

The Administrative Assistant, Finance and Loans is responsible to assist the Finance Officer, Financial Controller and Loans Manager to provide financial and loan administrative services to the organization. The Administrative Assistant, Finance and Loans will perform bookkeeping functions, administrative support, and is responsible for administrative tasks related to loan services including, but not limited to, integrity of loan files and entries to loan management software for the Loans department.

ACCOUNTABILITY:

The Administrative Assistant, Finance and Loans is supervised by and is directly accountable to the Financial Controller and Loans Manager.

DUTIES AND RESPONSIBILITIES:

FINANCE:

1. Observes and follows all policies and procedures of NADF and ensures adherence to Generally Accepted Accounting Practices (“GAAP”).
2. Maintains filing system for all financial documents to ensure integrity of finance files and related electronic files.
3. Receives purchase order requisitions; processes and issues purchase orders.
4. As directed by the Financial Controller or designate prepares and issues invoices to clients and customers, and updates master accounts receivable files
5. Maintains up-to-date listings of all cash receipts, including for loans, events, and other.
6. Assists with funding claims as required, including drafting claims, and organizing and copying documentation in support of claims.
7. Assists with processing of cheque requisitions, travel advances, and travel claims.
8. Assists with preparing and entering all cash deposits including post-dated cheques as they become current.
9. Assists with preparation of monthly bank reconciliations. Assists with posting payments to Loans Management Software.
10. Provides administrative services as required to the Finance Officer and Financial Controller, including preparation of letters, reports and other correspondence; processing incoming and outgoing mail and facsimiles; and photocopying.

LOANS:

1. Maintains filing system for all loan documents. Assists with maintenance to ensure integrity of loan files and related electronic files.
2. Review and create file to ensure all documentation is in order as required by established policies and procedures.

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3. Ensure all legal documentation, financial statements and any other related documents identified are scanned as PDF and filed electronically by established policies and procedures.
4. To establish and maintain a monitor system for all loans files' financial statement requirements, set up reminders for due dates, follow-up with appropriate staff and file all required documents received.
5. Ensure all loan files signed in and out procedures are followed by established policies and procedures.
6. Record, compile, and distribute minutes for all loans meetings and to ensure meeting packages are prepared in a timely manner.
7. To coordinate all participants for loans meeting either in person or by video-/telephone conference.
8. To coordinate all loans meeting arrangements which may include: facility bookings, meals/refreshments, accommodations, travel arrangements and meal allowances.
9. To coordinate travel and hotel accommodations for all loans staff.
10. Provides administrative services as required to the Loans Manager, such as; preparation of letters, reports and other correspondence, sends facsimiles, photocopying and filing as assigned and/or requested.
11. After each annual audit is completed, files archive files that are no longer active for the new fiscal year according to current policy and procedures.
12. As directed, assist with financial application assessments by following up with clients and other third parties to obtain documents or other specific information required by the assessor.
13. Enter key loan client interactions in the Loan Management System. Maintain a masterlist of loan applications received.
14. With direction, draft legal documents, collection notices and other communication with clients utilizing established templates.

ADDITIONAL DUTIES:

1. Performs duties of Receptionist as requested/needed at both the Centennial Square office and Finance office. Processes incoming and outgoing mail and faxes.
2. Attends internal or external meetings as required.
3. Other duties as assigned and requested by the Financial Controller, Loans Manager or designate.

STANDARDS OF PERFORMANCE:

1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Completes all reports and submissions on time and in a professional manner.
5. Demonstrates time management (attendance and punctual) and the ability to prioritize workload efficiently and effectively.
6. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
7. Adheres to NADF policies and procedures.
8. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.



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9. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
10. Works effectively and efficiently with a minimum of supervision
11. Knowledge of and commitment to the mandate and services provided by NADF.
12. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional Aboriginals.
13. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
14. Must be willing and able to travel by air and road to remote and rural northern communities.
15. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

QUALIFICATIONS:

1. A minimum secondary school diploma or a post-secondary diploma in Bookkeeping, Accounting or Administration or a related field with a minimum of two (2) years bookkeeping experience. Demonstrated interest in Finance.
2. Completion of a course in bookkeeping/accounting or similar training is required.
3. Completion of a course in office administration. Must have strong knowledge in all office procedures.
4. Organized and detail-oriented, with ability to problem solve.
5. Ability to work independently and as part of team while consistently presenting a professional attitude and demonstrating excellent interpersonal skills, communication skills, sound judgment and strict confidentiality.
6. Working knowledge of software programs including Word, Excel, Outlook and the ability to learn a loan management software.
7. Experience working with First Nation communities, members and First Nation clients.