



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description

Position:	Bookkeeper	Program:	Financial Support Services
Reports to:	Manager, Financial Support Services	Effective Date:	January 2015
Wage Band:	2	Revised Date:	
Step Range:	\$32,921 - \$41,672		

SUMMARY

The Bookkeeper will provide bookkeeping services for NADF's clients by assisting clients to maintain complete sets of books, keep records of accounts and to verify the procedures used for recording financial transactions.

ACCOUNTABILITY

The Bookkeeper is supervised by and is directly accountable to the Manager, Financial Support Services.

DUTIES AND RESPONSIBILITIES

1. Perform needs assessment of clients: Assess level & quality of current bookkeeping systems, identify gaps, with support and guidance from Manager.
2. Take an interactive approach with clients, must be hands on and plans to make onsite visits with clients.
3. Complete a project charter with the client outlining deliverables, assumptions, timelines and responsibilities, with support and guidance from Manager.
4. Teach and advise clients how to keep financial records and establish, maintain and balance various accounts using manual and/or computerized bookkeeping systems.
5. Teach clients how to post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements.
6. Teach clients how to calculate and prepare cheques for payrolls and for utility, tax and other bills.
7. Teach clients how to complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents.
8. Provide guidance on the preparation of tax returns and outline the benefits of completing tax returns.
9. Prepare other statistical, financial and accounting reports, as requested by Manager and/or Executive Director.
10. Teach clients how to calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and/or manual systems



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description

11. Teach clients on how to code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger and/or computer system.
12. Compile budget data and documents based on estimated revenues and expenses and previous budgets.
13. Respond to customer inquiries, maintain good customer relations and problem solve.
14. Develop manuals and tools that can be shared and offered to all NADF clients related to best practices.
15. Other duties as assigned and requested.

STANDARDS OF PERFORMANCE

1. All work is completed in a timely and accurate manner; manages time effectively (handles workload efficiently and effectively, reliable attendance, punctual, etc.).
2. Maintains the strictest of confidence with regard 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. Develops and implements a detailed work/action plan with time-based objectives and results that are concrete, specific and measurable.
5. Is willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
6. Adheres to NADF policies and procedures.
7. Is able to adapt effectively to changes in workload or work environment.
8. Works productively and co-operatively as member of the NADF team and maintains co-operative working relationships with all NADF staff and agencies interacting with NADF clients.
9. Deals with clients and the public in a professional and objective manner.
10. Knowledge of and commitment to the mandate and services provided by NADF.
11. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
12. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
13. Must be willing and able to travel to remote northern and highway access communities and towns.

QUALIFICATIONS:

1. Completion of a college program in accounting, bookkeeping or a related field or other courses certified by the Canadian Bookkeepers Association or a minimum of 3-5 years comparable Accounting experience.
2. Strong financial analysis and business assessment skills.
3. Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
4. Strong public relations skills.



NISHNAWBE ASKI
DEVELOPMENT FUND

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5. Strong problem identification and problem solving skills
6. Comprehensive understanding and/or contacts within economic sectors so as to have current knowledge of the challenges and opportunities facing entrepreneurs.
7. In-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
8. Experience working within Aboriginal communities or with Aboriginal clients.
9. Computer literacy including e-mail, word-processing, computerized accounting, spreadsheet software such as Microsoft excel.
10. Experience in on-site training would be considered as an asset.