





 info@nadf.org

 Orion Building
100 Little Lake Road, Suite 101
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 Fax: (807) 622-8271

 www.nadf.org

External Job Posting

NADF is seeking a dynamic individual to join our team as a **Bookkeeper**.

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Bookkeeper will provide bookkeeping services and education to NADF's clients.

You are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

The standard work week is thirty-five (35) hours per work week and the office hours will be from 9:00 a.m. to 5:00 p.m., Monday to Friday.

Job Duties and Responsibilities:

- Perform a needs assessment of clients' bookkeeping needs. Will assess the level and quality of the current bookkeeping system, identify gaps, and develop a training plan that best meets the needs of the entrepreneur.
- Take an interactive approach with clients, plan onsite visits with clients, and use online/virtual technology available. Identify technology and/or software that the entrepreneur may require for optimal bookkeeping.
- Manage client expectations, perform interviews, project charters, and service requests with the client outlining deliverables, assumptions, timelines, and responsibilities.

Qualifications, Experience and Skills:



- A post-secondary diploma or degree in Accounting, Bookkeeping, or related courses certified by the Canadian Bookkeepers Association is required.
- A minimum of three to five (3-5) years of Bookkeeping experience.
- Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn loan management software.





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- Ability to work with confidential information and confidentially manage all duties.
- Strong financial analysis and business assessment skills.
- Strong organizational skills, and key attention to detail.
- Ability to work well in a team environment.
- Ability to travel will be required.
- Comprehensive understanding and/or contacts within economic sectors to have current knowledge of the challenges and opportunities facing entrepreneurs located within NADF's catchment area.

Job Type:	Contract to March 31, 2025
Salary Range:	\$44,842 - \$63,573
Location:	Fort William First Nation office
Schedule:	Monday to Friday, 35 hours per week
Internal Closing date:	n/a
External Closing date:	Open Until Filled.

NADF encourages applications from all qualified candidates and is committed to an inclusive and barrier-free work environment. Workplace accommodation is available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures that must be taken to enable you to be assessed fairly and equitably.





Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Bookkeeper	Employee	Full-time	3	\$44,842 - \$63,573
Reports to	Department	Hours of Work	Benefits	
Loans Manager	Loans	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

Job Overview

The Bookkeeper will provide bookkeeping services and education to NADF's clients.

Job Duties and Responsibilities

- Perform a needs assessment of clients' bookkeeping needs. Will assess the level and quality of the current bookkeeping system, identify gaps, and develop a training plan that best meets the needs of the entrepreneur.
- Take an interactive approach with clients, plan onsite visits with clients, and use online/virtual technology available. Identify technology and/or software that the entrepreneur may require for optimal bookkeeping.
- Manage client expectations, perform interviews, project charters, and service requests with the client outlining deliverables, assumptions, timelines, and responsibilities.
- Instruct entrepreneur on how to establish and maintain financial records using manual and/or computerized bookkeeping system, including, but not limited to; chart of account creation, posting entries, transactions, reconciling accounts, preparation of trial balance of books, maintaining general ledgers, preparation of in-house financial statements, invoice preparation, inventory related duties, managing account payable and account payable.
- Prepare other statistical and financial reports, as requested by the Loans Manager.
- Respond to customer inquiries, maintain good customer relations, and problem-solving.
- Develop manuals and tools that can be shared and offered to all NADF clients related to best practices of maintaining a bookkeeping system.
- Attend internal or external meetings as required.

Qualifications and Experience Required

Education

A post-secondary diploma or degree in Accounting, Bookkeeping, or related courses certified by the Canadian Bookkeepers Association is required.

Experience

A minimum of three to five (3-5) years of Bookkeeping experience.

Knowledge and Skills Required

- Ability to work with confidential information and confidentially manage all duties.
- Strong financial analysis and business assessment skills.



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- Strong written and verbal communication skills.
- Strong presentation skills.
- Strong public relations skills
- Strong problem-identification and problem-solving skills.
- Comprehensive understanding and/or contacts within economic sectors to have current knowledge of the challenges and opportunities facing entrepreneurs.
- Proficient in Microsoft Office 365 and Adobe design software.
- Excellent working knowledge of online meeting platforms (i.e., MS Teams and Zoom)
- Exceptional time management and strong organizational skills and ability to prioritize workload to manage multiple tasks and competing priorities.
- In-depth knowledge of the economic climate and business development priorities of the Aboriginals in NAN territory.
- Willingness to learn new systems (i.e., FaaSBank)
- Possess a general understanding of the Aboriginal culture and the opportunities and challenges of northern Ontario's business and economic development environments.

The Employee will be Responsible For

- Performing the duties and responsibilities of the position to the best of their ability.
- Acting in accordance with relevant legislation and company policies and procedures.
- Protect confidential and proprietary information of the company, its employees, and clients.
- Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.
- Understanding and fostering the company's mission and vision statements.
- Understanding and fostering the company's values and ethical statements.
- Understanding and fostering the company's Vivid Vision.
- Maintaining a safe workplace to avoid putting themselves or others in danger.
- Presenting a positive and professional image of the company.

Conditions of Employment

- Valid Class G driver's license.
- A reliable personal vehicle would be preferred.
- Ability to obtain required vehicle insurance.
- Ability to work a flexible schedule.
- Ability to travel as may be required.

Note

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

Signatures



Job Description

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

Chief Executive Officer's Approval

Date

Employee Name (Print)

Employee Signature

Date