



Administrative Assistant, Finance and Loans
Thunder Bay

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 and provide 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 departments.

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.

LOANS:

1. Maintains filing system for all loan documents. Assists with maintenance to ensure integrity of loan files and related electronic files.
2. Reviews and creates files to ensure all documentation is in order as required by established policies and procedures.
3. Ensures all legal documentation, financial statements and any other related documents identified are scanned as PDF and filed electronically according to established policies and procedures.

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 or similar training is an asset. Must have strong knowledge in all office procedures.
4. Strong written and verbal communication skills including demonstrated ability to write reports and proposals; and presentations.
5. Strong knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
6. Experience working with First Nation communities, members and First Nation clients.
7. Knowledge of and commitment to the mandate and services provided by NADF.
8. Knowledge of First Nation people, culture and history.
9. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

10. Must be willing and able to travel by air and road to remote and rural northern communities.
11. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

Salary range is \$30,664 - \$38,815 commensurate with qualifications and experience. To review a complete job description, please visit our website at www.nadf.org.

Qualified applicants may forward their cover letter and resume with 3 references by **Open Until Filled (EDT)**:

Nishnawbe Aski Development Fund

Attn: Millie Carpenter, HR Manager, mcarpenter@nadf.org

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