



NISHNAWBE ASKI DEVELOPMENT FUND

External Job Posting

Finance and Human Resources (HR) Assistant Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity in our Thunder Bay office for a **Finance and HR Assistant**. The Finance and Human Resources (HR) Assistant is responsible to assist the Finance Officer, Finance Manager and HR Manager to provide financial and human resources services to the organization. The Finance and HR Assistant performs bookkeeping functions and provides clerical and administrative support to the Finance Officer, Finance Manager and Human Resource Manager.

DUTIES AND RESPONSIBILITIES:

- a) Observes and follows all policies and procedures of NADF and ensures adherence to generally accepted Accounting practices (GAAP).
- b) Maintains filing system for all financial documents, and assists with maintenance of payroll and personnel files.
- c) Assists with maintaining employee attendance summaries and responding to inquiries from staff.
- d) Assists with funding claims as required, including organizing and copying documentation in support of claims.
- e) Assists with processing of purchase orders, cheque requisitions, travel advances, and travel claims.

QUALIFICATIONS:

- a) At minimum a secondary school diploma and two (2) years bookkeeping experience; a post-secondary diploma in Business or Office Administration, or Accounting, or a related field, is preferred.
- b) Completion of a course in bookkeeping/accounting or similar training is required.
- c) Completion of a course in office administration or similar training is an asset. Must be knowledgeable in all office procedures.
- d) Ability to type 30-40 WPM and proficiency in a word processing program is required. Experience with Microsoft Word program is preferred.
- e) Knowledge of and commitment to the services provided by NADF.
- f) Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
- g) Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
- h) Must be willing and able to travel by air and road to remote and rural northern communities.

Salary range is \$30,059 - \$38,050 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 **Monday, August 31, 2015, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4
Fax: (807) 622-8271
Email: mcarpenter@nadf.org

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.