



Finance and Human Resources Assistant Thunder Bay

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

DUTIES AND RESPONSIBILITIES:

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, and assists with maintenance of payroll and personnel files.
3. Receives purchase order requisitions; processes and issues purchase orders.
4. Prepares and issues invoices to clients and customers as required, 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 maintaining employee leave credit summaries and responding to enquiries from staff.
7. Assists with maintaining records in the human resource information system ("HRIS").

QUALIFICATIONS:

1. A minimum secondary school diploma or a post-secondary diploma in Bookkeeping, Accounting or Human Resources 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. Knowledge of and commitment to the services provided by NADF.
6. 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.
7. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$30,360 - \$38,431 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 **May 9, 2016, by 4:30 p.m. (EDT)**:

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