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External Job Posting

Nishnawbe Aski Development Fund (NADF) is seeking a dynamic individual to join our team. We are a result-oriented lender and business developer that has been providing developmental lending services to Aboriginal clients since 1987.

NADF is seeking a **Bookkeeper**

[Nishnawbe Aski Development Fund - \(nadf.org\)](http://nadf.org)

Why make NADF your career choice?

NADF offers all full-time employees a total rewards package that is generous and supports NADF's workforce and life balance:

- Competitive salaries.
- Generous paid vacation time.
- Paid time off at Christmas above paid vacation time.
- Additional paid general holidays and civic holidays.
- 35-hour workweek.
- Comprehensive benefits program including health, dental, vision, life insurance, and EFAP. All premiums are covered by the employer.
- Competitive Employee Benefits Saving Retirement Savings Plan
- Paid sick days.
- Paid personal days.
- Flexible scheduling to support work-life balance.
- Ongoing professional development.

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

Key Responsibilities and Qualifications

- 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.
- 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.

Key Knowledge and Skills

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

To Apply: To be considered for this challenging and rewarding position, please forward a detailed resume in confidence, along with a cover letter and three (3) work-related references to recruitment@nadf.org
For a full job description, visit www.nadf.org/careers

Job Type: Full-time contract. End date March 31, 2024.

Salary: \$43,117 - \$61,128

Location: Fort William First Nation and/or Timmins office.

Schedule: Monday to Friday, 9 am – 5 pm, including 1-hour unpaid lunch.

Travel: Ability to work a flexible schedule. Ability to travel as may be required.

External Closing Date: Open until filled.





Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Bookkeeper	Employee	Full-time	3	\$43,117 - \$61,128
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.
- Provide general guidance on the preparation of tax returns. Teach the entrepreneur how to complete and submit tax remittance forms, workers' compensation forms, pension contribution forms, and other government documents, where applicable.
- 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.
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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.

Executive Director's Approval

Date

Employee Name (Print)

Employee Signature

Date