



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description

Job Title:	Finance and HR Assistant	Program:	
Reports to:	Finance Manager	Effective Date:	January 31, 2008
Pay Grade:	1	Revised Date:	June 19, 2014 May 1, 2014 September 4, 2013

SUMMARY:

The Finance & HR Assistant is responsible to assist the Finance Officer and Finance Manager to provide financial and human resources services to the organization. The Finance & HR Assistant performs bookkeeping functions and provides clerical and administrative support to the Finance Officer, Finance Manager and HR Manager.

ACCOUNTABILITY:

The Finance & HR Assistant is supervised by and is directly accountable to the Finance Manager and HR Manager.

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. Assists with maintaining employee attendance summaries and responding to inquiries from staff.
4. Assists with funding claims as required, including organizing and copying documentation in support of claims.
5. Assists with processing of purchase orders, cheque requisitions, travel advances, and travel claims.
6. Assists with preparing and entering all cash deposits including post-dated cheques as they become current.
7. Assists with preparation of monthly bank reconciliations.
8. Provides clerical services as required to the Finance Officer, Finance Manager and HR Manager.
 - a. Preparation of letters, reports and other correspondence;
 - b. Sends facsimiles, and does photocopying and filing as assigned;
 - c. Performs duties of Secretary/Receptionist as requested/needed.



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- i. Provides receptionist services at the Finance office
 - ii. Processes incoming and outgoing mail and faxes.
9. Attends internal or external meetings as required.
10. Other duties as assigned by the Finance Manager and HR Manager.

STANDARDS OF PERFORMANCE:

1. All work is completed in a timely and accurate manner; manages time effectively (handles workload efficiently and effectively, reliable attendance, punctual, etc).
2. Maintains the strictest of confidence with regard to NADF clients, their files or other dealings and with all personnel and other confidential internal records and proceedings.
3. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
4. Deals with clients and the public in a professional and objective manner.
5. Adheres to NADF policies and procedures.
6. Works productively and co-operatively as member of the NADF Finance and Administration team and maintains co-operative working relationships with all NADF staff and agencies interacting with NADF clients.
7. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
8. Works effectively and efficiently with a minimum of supervision.
9. Demonstrates time management and the ability to prioritize workload efficiently and effectively.
10. Knowledge of and commitment to the mandate and services provided by NADF.
11. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
12. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
13. Must be willing and able to travel by air and road to remote and rural northern communities.

QUALIFICATIONS:

1. 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.
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 be knowledgeable in all office procedures.
4. Ability to type 30-40 WPM and proficiency in a word processing program is required. Experience with Microsoft Word program is preferred.
5. Must have knowledge and proven experience in computerized accounting. Experience with Adagio is preferred.
6. Experience using spreadsheet programs is an asset. Experience with Excel is preferred.
7. Strong oral and written communication skills.