



**Job Description**

<b>POSITION:</b>	FINANCE AND HUMAN RESOURCES ASSISTANT	<b>PROGRAM:</b>	
<b>REPORTS TO:</b>	FINANCIAL CONTROLLER AND HUMAN RESOURCES MANAGER	<b>EFFECTIVE DATE:</b>	JUNE 24, 2014
<b>WAGE BAND:</b>	1	<b>REVISED DATE:</b>	APRIL 2016
<b>STEP RANGE:</b>	\$30,360 – \$38,431	<b>APPROVED BY:</b>	

**SUMMARY:**

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.

**ACCOUNTABILITY:**

The Finance and Human Resources Assistant is supervised by and is directly accountable to the Financial Controller and Human Resources 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. 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”).
8. Assists with funding claims as required, including drafting claims, and organizing and copying documentation in support of claims.
9. Assists with processing of cheque requisitions, travel advances, and travel claims.
10. Assists with preparing and entering all cash deposits including post-dated cheques as they become current.
11. Assists with preparation of monthly bank reconciliations. Assists with posting payments to Loans Management Software.
12. Provides clerical services as required to the Finance Officer, Financial Controller, 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 Receptionist as requested/needed.
    - i. Provides receptionist services at the Finance office;
    - ii. Processes incoming and outgoing mail and faxes.
13. Attends internal or external meetings as required.
14. Other duties as assigned and requested by the Financial Controller, Human Resources Manager or designate.



---

**STANDARDS OF PERFORMANCE:**

1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Completes all reports and submissions on time and in a professional manner.
5. Demonstrates time management (attendance and punctual) and the ability to prioritize workload efficiently and effectively.
6. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
7. Adheres to NADF policies and procedures.
8. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
9. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
10. Works effectively and efficiently with a minimum of supervision
11. Knowledge of and commitment to the mandate and services provided by NADF.
12. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional Aboriginals.
13. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
14. Must be willing and able to travel by air and road to remote and rural northern communities.
15. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

**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. Strong knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred. Ability to type 30-40 WPM and proficiency in a word processing program is required.
6. Experience working with Aboriginal communities, members and Aboriginal clients.