

**Administrative Assistant, Finance and Loans
Thunder Bay**

SUMMARY:

The Administrative Assistant, Finance and Loans is responsible to assist the Finance Officer, Financial Controller and Loans Manager to provide financial and loan administrative services to the organization. The Administrative Assistant, Finance and Loans will perform bookkeeping functions, administrative support, and is responsible for administrative tasks related to loan services including, but not limited to, integrity of loan files and entries to loan management software for the Loans department.

DUTIES AND RESPONSIBILITIES:

FINANCE:

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 to ensure integrity of finance files and related electronic files.
3. Receives purchase order requisitions; processes and issues purchase orders.

LOANS:

1. Maintains filing system for all loan documents. Assists with maintenance to ensure integrity of loan files and related electronic files.
2. Review and create file to ensure all documentation is in order as required by established policies and procedures.
3. Ensure all legal documentation, financial statements and any other related documents identified are scanned as PDF and filed electronically by established policies and procedures.

ADDITIONAL DUTIES:

1. Performs duties of Receptionist as requested/needed at both the Centennial Square office and Finance office. Processes incoming and outgoing mail and faxes.
2. Attends internal or external meetings as required.
3. Other duties as assigned and requested by the Financial Controller, Loans Manager or designate.

QUALIFICATIONS:

1. A minimum secondary school diploma or a post-secondary diploma in Bookkeeping, Accounting or Administration 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. Must have strong knowledge in all office procedures.

Salary range is \$31,200 – \$39,494 commensurate with qualifications and experience. To review a **complete job description**, please visit our website at www.nadf.org. Applicants to forward cover letter, resume with 3 work-related references to: Recruitment@nadf.org by Thursday, June 27th, 2019 by 4:00 p.m. (EDT).