

External Job Posting

NADF is seeking a dynamic individual to join our team as an **Administrative Assistant – Finance and Loans**

Established in 1987 as a not-for-profit Indigenous Financial Institution, we are dedicated to serving entrepreneurs, businesses, and First Nation communities across the region. Our wide range of services is tailored to support Indigenous business growth and economic prosperity. From providing tailored financing solutions to offering comprehensive business support services, facilitating community planning initiatives, and delivering workshops and bookkeeping training, our goal is to empower your success.

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

You are a dedicated and collaborative team player with the highest integrity and a strong commitment to maintaining confidentiality. You have strong written and verbal communication skills and consistently demonstrate a proactive, organized, and energetic approach.

Key Responsibilities:

A. Loans Department:

- Maintains a filing system for all loan documents. Assists with maintenance to ensure the integrity of loan files and related electronic files.
- Review and create files to ensure all documentation is in order as required by established policies and procedures.

B. Finance Department:

- Maintains a filing system for all financial documents to ensure the integrity of finance files and related electronic files.
- Receives purchase order requisitions; processes and issues purchase orders.

Qualifications and Experience Required:

Required: A secondary school diploma and/or completion of a course in Bookkeeping, Accounting, or Office Administration. Preference will be given to candidates with a post-secondary diploma in Business, Accounting, or Administration. Minimum two (2) years of administration and/or bookkeeping experience.

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Employee Classifications:	Regular Fulltime
Wage Band/Salary Range:	Wage Band 2 / Salary Range - \$35,798 - \$50,751
Location:	Fort William First Nation office
Hours of Work:	The standard work week for all employees is seven (7) hours per day and thirty-five (35) hours per week, Monday through Friday.
Travel:	The ability to travel may be required.
Closing Date:	Open Until Filled.
Attachment:	NADF Job Description – Administrative Assistant – Finance and Loans
Apply to:	To be considered for this challenging and rewarding position, please forward a detailed resume in confidence, along with a cover letter and three (3) current work-related references to recruitment@nadf.org <u>For a full job description, visit - www.nadf.org/careers</u>



Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Administrative Assistant	Employee	Full-time	2	\$35,798 - \$50,751
Reports to	Department	Hours of Work	Benefits	
Finance Manager Loans Manager	Finance and Loans	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

Job Overview

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

Job Duties and Responsibilities

A. Loans department:

- Maintains filing system for all loan documents. Assists with maintenance to ensure the integrity of loan files and related electronic files.
- Review and create files to ensure all documentation is in order as required by established policies and procedures.
- Ensure all legal documentation, financial statements, and any other related documents identified are scanned as PDFs and filed electronically by established policies and procedures.
- To establish and maintain a monitor system for all loan files' financial statement requirements, set up reminders for due dates, follow up with appropriate Loans staff and file all required documents received.
- Ensure all loan files signed in and out procedures are followed by established policies and procedures.
- Record, compile, and distribute minutes for all loan meetings and ensure meeting packages are prepared on time.
- Coordinate all participants for loan meetings either in person or by virtual and/or telephone.
- Coordinate all loan meeting arrangements, travel, and hotel accommodations for all Loans staff.
- After each annual audit is completed, files archive files that are no longer active for the new fiscal year according to current policy and procedures.
- Enter key loan client interactions in the Loan Management System. Maintain a master list of loan applications received.
- As directed, assist with financial application assessments by following up with clients and other third parties to obtain documents or other specific information required by the assessor.
- With direction, draft legal documents, collection notices, and other communication with clients utilizing established templates.
- Attend internal or external meetings as required.

B. Finance department:

- Maintains filing system for all financial documents to ensure the integrity of finance files and related electronic files.
- Receives purchase order requisitions; processes and issues purchase orders.
- As directed by the Finance Manager or designate prepares and issues invoices to clients and customers, and updates master accounts receivable files.
- Maintains up-to-date listings of all cash receipts, including for loans, events, and others.
- Assists with funding claims as required, including drafting claims, and organizing and copying documentation in support of claims.
- Assists with the processing of cheque requisitions, travel advances, and travel claims.
- Assists with preparing and entering all cash deposits including post-dated cheques as they become current.
- Assists with the preparation of monthly bank reconciliations.
- Assists with posting payments to Loans Management Software.

Qualifications and Experience Required

Education

Required: A secondary school diploma and/or completion of a course in Bookkeeping, Accounting, or Office Administration. Preference will be given to candidates with a post-secondary diploma in Business, Accounting, or Administration.

Experience

Minimum two (2) years of administration and/or bookkeeping experience.

Knowledge and Skills Required

- Ability to work with confidential information and confidentially manage all duties.
- Strong knowledge of office procedures and organization skills with the ability to work independently and as part of a team and prioritize meeting deadlines.
- Strong problem-identification and problem-solving skills.
- Ability to work independently and as part of a team while consistently presenting a professional attitude and sound judgment.
- Excellent customer relations, interpersonal, and communication skills (written, verbal, and presentation).
- Excellent knowledge of and experience using Office 365 and related Microsoft products, and the ability to learn finance software and loans management software.
- Shows good judgment about when to take the initiative and when to obtain direction from their manager.
- Works effectively and efficiently with a minimum of supervision.
- Exceptional time management, 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 Indigenous in NAN territory.



Job Description

- Comprehensive understanding and/or contacts within economic sectors to have current knowledge of the challenges and opportunities facing entrepreneurs.
- Possess a general understanding of the Indigenous 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.
- Maintaining a safe workplace to avoid putting themselves or others in danger.
- Presenting a positive and professional image of the company.

Conditions of Employment

- A 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, 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 organization's ongoing needs.

Signatures

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

Employee Name (Print)	
Employee signature	
Date	
Chief Executive Officer signature	
Date	