

Matawa First Nations Management



Administrative Assistant (Finance) Job Description

PURPOSE OF THE POSITION

The Administrative Assistant (Finance) is responsible for providing secretarial, clerical and administrative support in order to ensure that administrative services (that include finance, human resources, information technology, property management and membership) are provided in an effective and efficient manner.

SCOPE

The Administrative Assistant (Finance) reports to the Manager, Finance & Administration (“MFA”) and provides office and clerical services at the Thunder Bay Office to Matawa First Nations Management and its associated companies. The Administrative Assistant (Finance) is also responsible for ensuring appropriate Reception desk coverage at all times. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of Matawa’s services.

QUALIFICATIONS AND REQUIREMENTS

- Gr. 12 education;
- Minimum of 3 years’ experience in bookkeeping and accounting;
- Minimum of 5 years’ experience working in an office setting;
- Must be fully vaccinated Must be “fully vaccinated” against COVID-19 (*In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago*) and must provide Health Canada’s proof of vaccination (*vaccine receipt or enhanced vaccine certificate*);

RESPONSIBILITIES

1. Provide primary reception backup to ensure efficiency and effectiveness of the office to provide coverage for breaks and other absences when needed.
 - Greet visitors and callers;
 - Receive, direct and relay telephone, email and fax messages;
 - Direct the general public to the appropriate staff member;
 - Prepare outgoing mail;
 - Open and date stamp all general correspondence;
 - Issue receipts;
 - Maintain an adequate inventory of office supplies;
 - Respond to public inquiries;
 - Liaise with vendors and suppliers regarding account status.
2. Administer trade purchasing by accepting purchase requisitions and issuing the required purchase orders and vendor contracts to ensure they are maintained in an accurate and timely manner.

- Maintain approved vendor list;
 - Process purchase requisitions from all departments by verifying departmental specifications including accurate coding and budgets;
 - Prepare and issue vendor contracts and/or Purchase Orders to approved suppliers;
 - Verify satisfactory receipt of goods and services;
 - Prepare monthly outstanding (incomplete) purchase order listings and submit to the Comptroller.
3. Support and assist the Finance Department staff and HR Manager, Executive Assistant and Program Managers with Human Resources administration including:
- Coordinate timely circulation of HR documents (eg. time sheets, forms) between Thunder Bay office and Ginoogaming Head Office and to staff and program managers;
 - Assist program managers with hiring processes by assembling required documentation such as resumes, interview packages, orientation-related paperwork.
4. Support the MFA and Property Manager in the administration of Property and Housing services.
- Prepare tenant leases, notices and correspondence;
 - Maintain files and records;
 - Relay tenant calls.
5. Provide general secretarial and clerical support to the Finance, HR, Administration, I/T, Property and Membership unit.
- Create and maintain all approved forms and templates in a fillable PDF format;
 - Provide word-processing, filing and secretarial support;
 - Prepare minutes of meetings, task/action lists and other correspondence;
 - Support work-flow management.
6. Coordinate flow of funding agreements and related reporting.
- Maintain log of all funding agreements;
 - Establish and monitor an annual reporting matrix; advise Program Managers of upcoming deadlines;
 - Coordinate receipt, review, approval (signature), distribution and filing of all agreements;
 - Prepare monthly report and submit to MFA.
7. Coordinate and conduct training for reception staff including scheduling and task assignments

‘;

8 Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ Office administration
- ✓ Computerized accounting programs
- ✓ An understanding of financial documents such as leases, contracts and funding agreements
- ✓ Understand relevant legislation, policies and procedures
- ✓ Basic bookkeeping
- ✓ Understand our First Nations cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ Analytical, problem solving and decision-making skills
- ✓ High degree of accuracy and attention to detail
- ✓ Effective verbal and listening communications skills
- ✓ Proficiency in written English and ability to communicate effectively
- ✓ Computer skills including the ability to operate wordprocessing programs and spreadsheets and at a highly proficient level
- ✓ Stress management skills
- ✓ Time management skills
- ✓ Team building
- ✓ Fluency in Ojibway an asset

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Administrative Assistant. The incumbent must also demonstrate the following personal attributes:

- ✓ Be honest and trustworthy
- ✓ Be respectful
- ✓ Possess cultural awareness and sensitivity
- ✓ Be flexible
- ✓ Demonstrate sound work ethics

The Administrative Assistant would normally attain the required knowledge, skills and attitudes through completion of an office procedures and bookkeeping courses combined with related experience. Equivalencies will be considered.

WORKING CONDITIONS

Physical Demands

The Administrative Assistant (Finance) will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. The Administrative Assistant (Finance) may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

The office may be a busy facility. The Administrative Assistant (Finance) may have to manage a number of projects at one time with strict deadlines, and may be interrupted frequently to meet the needs and requests of employees, clients and suppliers. The Administrative Assistant (Finance) may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Administrative Assistant (Finance) to concentrate.

Mental Demands

The Administrative Assistant (Finance) will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

<hr/>	<hr/>
Employee Signature	Supervisor's Title
<hr/>	<hr/>
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/>	<hr/>
Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.