MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION		
	OPEN	
	JOB ANNOUNCEMENT	
Administrative Assistant to Finance and Maada'ookii		
	Full Time Permanent	
<b>Correction to Previous Version</b>		
POSITION:	Administrative Assistant to Finance and Maada'ookii	
POSTING DATE:	May 28, 2024	
ANTICIPATED START DATE:	As Soon As Possible	
REPORTS TO:	Finance Manager	
HOURS OF WORK:	Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m. Occasional evening and/or weekend work may be required to meet	

Under the guidance of the Finance Manager, provide administrative support to the Finance department. This position also serves as Secretary to the MSIFN Maada'ookii Committee and as Minute Taker for the Financial Advisory Committee. Overall duties include preparing correspondence, coordination of internal and external meetings with various stakeholders, preparation of minutes, coordination of periodic financial reviews with investment counsel and financial institutions as required. For membership support, this includes maintaining appropriate members files as they relate to mortgage/rental agreements, trust documents, distributions and power of attorney. It also includes ensuring that financial administrative systems are functioning effectively and efficiently in support of smooth implementation of MSIFN Finance department for staff, MSIFN members, visitors, and the public at large.

## DUTIES:

#### Maada'ookii Committee

- Communicate with the committee members, general public, outside organizations when required.
- Coordinate conference calls and/or meetings including preparing agendas, scheduling presentation and ordering lunches and refreshments, as required.
- Attend meetings and take minutes; distribute minutes to committee members.

operational needs.

- Develop and maintain filing system.
- For applications, verify missing information from applying organizations and confirm existing information and any necessary follow up.

- Canvass committee members regarding proposals.
- Review proposals and prepare summaries for meetings.
- Tracking and inputting data.
- Advise committee members of upcoming cheque presentations and donation appreciation.
- Maintain Maada'ookii Committee logbook.
- Maintain display cabinet.
- Prepare notices.
- Maintain list of committee members and contact information.
- Assist committee members with maintenance of binders.
- Coordinate elections for Maada'ookii Committee members.
- Provide all planning and preparation required for special Maada'ookii Committee events.

## Financial Advisory Committee

 Work closely with the Secretary of FAC in scheduling of required meetings as per MSIFN Financial Administration Law (FAL).

- Attend meetings and take minutes; distribute minutes to committee members.
- Develop and maintain filing system.
- Prepare notices.

## **Credit Card Administration**

• Administer corporate credit card program by requesting, activating, deactivating and adjusting credit limits as required for all corporate credit cards.

- Maintain register of all credit cards issued with certifications from staff to use cards only for business purposes.
- Maintain list of adjustments to authorization limits.
- Assist staff with using credit cards and with downloading statements for reconciliation purposes.
- Provide administrative support to the procurement process.

### Member Support

- Maintain member files as well as a tracking spreadsheet for all members and alert the Comptroller and Finance Manager when changes are required.
- Track and follow up with members to ensure they provide required documentation

## **Reporting**

- Send monthly financial statements and general ledger (GL) transactions report to budget owners, follow up for variance reports.
- Provide monthly financial statement for all GLs to the Financial Advisory Committee (FAC), First Nation Manager and Finance Manager as required under the Financial Administration Law (FAL).

### **Budgeting**

- Prepare budget shells, which include prior year information, for review by Comptroller and Finance Manager to be sent to budget owners. Coordinate with Senior Funding and AR Specialist to update master budget and summary with information received from budget owners where changes are required.
- Work in collaboration with Secretary of FAC in scheduling budget meeting dates with the FAC.
- Prepare budget packages for FAC meeting and provide in advance to the Secretary of FAC and Managers of Departments.
- Enter final approved budgets into an Overall Budget Summary and financial system.
- Provide final approved budgets to Council, Department Managers and budget owners.
- Enter any approved budget adjustments into financial system and provide documentation to Senior Funding and AR Specialist to update Excel versions of budgets.

#### Accounts Payable

• Provide Accounts Payable data entry support for invoices and payments as required.

#### **Tax Administration**

- Backup to Senior Funding and Accounts Receivable Specialist to prepare monthly invoices for signature as directed by Tax Administrator.
- Prepare tax related correspondence for signature as required.

#### **Community Development / Communication**

- Assist in the development and delivery of finance related workshops to employees/members as required.
- Provide contributions as required to community newsletter. Follow up with Finance employees to coordinate any contributions to the newsletter.

#### Administrative Support

- Prepare, input, edit and proofread correspondence, presentations, brochures, letters, publications, reports and any documentation or correspondence as required.
- Provide information to staff, MSIFN members and general public as directed by the Finance Manager or Comptroller.

Maintain an electronic filing system of records and archives (policies, standard operating procedures, meeting
minutes, invoices, contracts, registrations, requisitions, licenses, mortgages/rental agreements, trust
documentation) in accordance with established procedures and schedules. Physical files may also be
maintained as required. Provide fax and photocopy support to Finance departments as required.

- Coordinate timing of meetings, send out invitations, prepare and distribute minutes from meetings. Establish the agenda in coordination with Finance Manager.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Arrange travel and make reservations for Finance employees as required for approved travel.

## Policies & Procedures

- Follow established policies, make recommendations to the Finance Manager for improvements.
- Provide input and feedback in the development of goals, objectives, policies, and procedures related to Finance Department.
- Maintain tracking system of approved Finance policies, including date approved, policy title, and an electronic filing system of all approved policies. Distribute approved finance policies to staff as requested.

### Related and other duties:

- Coordinate appropriate documentation that requires signature for distribution to Finance Manager
- As directed by the Finance Manager, provide Finance backup as required for powwow related activities, before, during and after the event.
- Receive deposits and write receipt in receipt book in a backup capacity.
- Take deposits to the bank in a backup capacity.
- Provide support to MSIFN's subsidiaries' staff / activities as requested / required.
- Respond to inquiries from auditors during annual audit process as directed by Finance Manager.
- Special projects, assigned tasks, and additional regular duties as required by the Finance Manager.
- Participate actively in meetings and training sessions as directed which may include travel off the MSIFN territory.

## PAY RATE: \$31.40hour (H1)

## **MINIMUM QUALIFICATIONS:**

- Completion of two-year post-secondary college diploma or equivalent in office or business administration or related field
- Minimum of three (3) year related experience, five (5) years total work experience
- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer
- Familiar with office machines including computers, adding machines, photocopiers, fax machines, phone systems and postage machine
- Basic experience working with a financial information system
- Typing 61 80 words per minute
- Excellent written and verbal communication skills with the ability to communicate with confidence
- Excellent team player with willingness to assist others
- Demonstrated experience in coordinating travel arrangements, meetings, and events
- Demonstrated experience with calendar and schedule management
- Advanced skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Internet Use
- Experience dealing with contractors, suppliers, and service providers
- Experience in minute taking (preferably using laptop during meetings)
- High degree of initiative, ability to work independently with little supervision
- High degree of accuracy and attention to detail with a strong ability to produce quality work
- Strong organizational skills
- Ability to work well under pressure and adapt to changing priorities

#### Considered an asset:

• Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics

Knowledge of legislation governing First Nations

- Shorthand at least 40 wpm
- Experience and/or training in Operations, Procurement, Human Resources or Finance
- Experience using project management software
- Knowledge of Privacy Legislation

TO APPLY:	Applications must be submitted online via our website: <u>https://www.scugogfirstnation.com/Public/Employment</u> Or through the direct link: <u>https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/AAF1</u>
	Complete an application online and include resume and cover letter.
DEADLINE:	<b>June 11, 2024</b> Those who miss the deadline may qualify to apply during the next stage if the position is not filled.
QUESTIONS:	Melissa Freire – Human Resources Coordinator Phone: 905-985-3337 Ext. 236 Fax: 289-312-4647 <b>melissa.freire@msifn.ca</b>

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Indigenous" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

# "An Equal Opportunity Employer"

## **Correction to Previous Version**