

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION

OPEN

JOB ANNOUNCEMENT

Administrative Assistant to Finance and Maada'ookii

Full Time Permanent

Correction to Previous Version

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 operational needs.

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.
- 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.

- 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:

<https://www.scugogfirstnation.com/Public/Employment>

Or through the direct link:

<https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/AAF1>

Complete an application online and include resume and cover letter.

DEADLINE:

June 11, 2024

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

melissa.freire@msifn.ca

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"

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