



info@nadf.org
Orion Building
100 Little Lake Road, Suite 101
Fort William First Nation, ON P7J 0L2
Tel: (807) 623-5397 TF: (800) 465-6821
Fax: (807) 622-8271
www.nadf.org

External Job Posting

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

Established in 1987, NADF is a results-oriented Indigenous organization delivering programs and services that support and empower Indigenous peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Administrative Assistant plays a vital role in supporting the Finance and Loans department by providing administrative assistance to the Loans Manager, Finance Officer, and Financial Controller. This position entails bookkeeping functions, administrative support, and ensuring the integrity of loan administrative services within the organization.

Key Responsibilities:

1. Loans department:
 - a. Maintain a comprehensive filing system for all loan documents, ensuring adherence to established policies and procedures.
 - b. Review and organize files to ensure completeness and accuracy according to company guidelines.
2. Finance department:
 - a. Maintain filing systems for financial documents and ensure integrity of related electronic files.
 - b. Process purchase order requisitions and issue purchase orders as necessary.

Qualifications and Experience:

Secondary school diploma required; completion of a Bookkeeping, Accounting, or Office Administration course preferred. Post-secondary diploma in Business, Accounting, or Administration preferred.

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



Job Type: Full-time
Salary: \$35,798 - \$50,751
Location: **Note:** This position must be at NADF's Fort William First Nation office.
Schedule: Monday to Friday, 35 hours per week.
Travel: The ability to travel will be required.
Closing Date: May 13, 2024 @ 1:00 p.m.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities, and visible minorities. NADF is committed to an inclusive and barrier-free work environment. Workplace accommodation is available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures, which must be taken to enable you to be assessed in a fair and equitable manner. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For full job description, visit www.nadf.org/careers.org. Please forward a detailed resume in confidence, along with 3 current work-related references with a cover letter to recruitment@nadf.org





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	
Financial Controller Loans Manager	Finance and Loans	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

Job Overview:

The Administrative Assistant plays a vital role in supporting the Finance and Loans department by providing administrative assistance to the Loans Manager, Finance Officer, and Financial Controller. This position entails bookkeeping functions, administrative support, and ensuring the integrity of loan administrative services within the organization.

Key Responsibilities:

1. Loans department:
 - a. Maintain a comprehensive filing system for all loan documents, ensuring adherence to established policies and procedures.
 - b. Review and organize files to ensure completeness and accuracy according to company guidelines.
 - c. Scan and electronically file all legal and financial documentation as required.
 - d. Establish and maintain a monitoring system for loan files' financial statement requirements, including timely follow-up and documentation.
 - e. Ensure compliance with loan file sign-in and sign-out procedures.
 - f. Record, compile, and distribute meeting minutes, and coordinate loan meetings and related arrangements.
 - g. Archive inactive files according to established policies after annual audits.
 - h. Enter relevant client interactions into the Loan Management System and maintain a master list of loan applications.
 - i. Assist in financial application assessments and draft necessary legal documents and communications.
 - j. Attend internal and external meetings as required.

2. Finance department:
 - a. Maintain filing systems for financial documents and ensure integrity of related electronic files.
 - b. Process purchase order requisitions and issue purchase orders as necessary.
 - c. Prepare and issue invoices to clients and customers under the guidance of the Financial Controller.
 - d. Maintain updated listings of cash receipts, including those related to loans and events.
 - e. Assist with funding claims, including drafting claims and organizing supporting documentation.
 - f. Process cheque requisitions, travel advances, and travel claims.
 - g. Prepare and enter cash deposits, including post-dated cheques, into the system.
 - h. Assist in the preparation of monthly bank reconciliations.
 - i. Post payments to the Loans Management Software as needed.

Qualifications and Experience:

Secondary school diploma required; completion of a Bookkeeping, Accounting, or Office Administration course preferred. Post-secondary diploma in Business, Accounting, or Administration preferred.

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

Knowledge and Skills:

- a. Ability to handle confidential information with discretion.
- b. Strong organizational skills and ability to work independently or as part of a team.
- c. Excellent problem-solving skills and attention to detail.
- d. Proficiency in Office 365 and related Microsoft products; ability to learn finance and loan management software.
- e. Demonstrated professionalism and strong interpersonal skills.
- f. Ability to prioritize tasks and manage multiple deadlines effectively.
- g. In-depth knowledge of the economic climate and business development priorities of Indigenous communities in Northern Ontario.
- h. 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

- a. Performing the duties and responsibilities of the position to the best of their ability.
- b. Adhering to relevant legislation and the NADF's policies and procedures.
- c. Protecting confidential and proprietary information.
- d. Maintaining respectful, collaborative working relationships.
- e. Understanding and fostering the company's mission, vision, values, and ethical statements.
- f. Maintaining a safe workplace.
- γ. Presenting a positive and professional image of the company.

Conditions of Employment

- a. Valid Class G driver's license.
- b. A reliable personal vehicle would be preferred.
- c. Ability to obtain required vehicle insurance.
- d. Ability to work a flexible schedule.
- e. Ability to travel as 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.

Chief Executive Officer's Approval

Date

Employee Name (Print)

Employee Signature

Date