

Hoti ts'eeda Job Description

Job Title: Finance and Administrative Clerk

Department: Hoti ts'eeda NWT SPOR

Reports To: Operations Manager

Location: Yellowknife, NT

Job Status: Contract term to March 31, 2021

Hours: Monday to Friday, 9:00am to 5:00pm, not including statutory holidays.

Competition: Limited to Yellowknife residents only, no relocation benefits offered

Salary: Level 5 of the Tłıchq Government salary scale

Purpose

The Finance and Administrative Clerk is responsible for providing administrative support for the Operations Manager and Hoti ts'eeda office in Yellowknife.

Scope

The Finance and Administrative Clerk is accountable for providing office administrative support and services to the Operations Manager and Hoti ts'eeda office staff in Yellowknife. The incumbent will be a collegial, detail-oriented individual who takes pride in professionalism, and in doing their work according to administrative requirements and processes and to a high level of competence. The incumbent must abide by all relevant legislation and policies including the Tłıchq Agreement, the Tłıchq Government's Policies and Procedures. The incumbent will enjoy taking the initiative to achieve excellence and continuous improvement in their performance and their contributions to the organization.

Duties and Responsibilities

Under the direction of the Operations Manager, the Finance and Administrative Clerk will be responsible to provide administration support by:

- a) Providing excellent customer service to the staff, public, partners, and stakeholders;
- b) Acting as the main contact for all invoice inquiries;
- c) Managing the invoice email account;
- d) Preparing invoices and purchase orders for signing;
- e) Screening all receipts and invoices for requirements;
- f) Reconciling company credit card on a monthly basis;
- g) Co-managing the manual and electronic filing system;
- h) Ordering supplies and ensuring office equipment is maintained;
- i) Drafting correspondence;
- j) Ensuring tasks and projects are completed within deadlines;
- k) Exercising discretion and confidentiality;
- l) Working well in a small team environment;
- m) Working towards Hoti ts'eeda's vision, goals and structure (nwtspora.ca);
- n) Performing all other relevant duties as required.

The incumbent will be required to work in-office and work remotely (from home) during the pandemic. All office equipment and supplies will be provided. The incumbent must also follow Tłıchq Government's established legislation, policies and procedures and the direction provided by the Operations Manager.

Education and Skills

The Administrative Assistant is required to have the following:

- Post Secondary education in Business, Office and/or administration program and two to four years of related experience or an equivalent combination of education and experience.
- Must have intermediate to expert level knowledge in the following computer programs: Adobe Reader, Microsoft Excel, Word and Outlook.
- Excellent organizational skills
- Excellent interpersonal and communications skills and willingness to work as a member of a team
- Experience working with Indigenous peoples and governments.
- Ability to undertake tasks and responsibilities with a minimum of supervision

Working Conditions and Effort

The incumbent may be required to:

- Work in office during the pandemic.
- Work remotely during the pandemic.
- Willing to work pre-approved overtime as required
- Work in a busy environment with minimal supervision.
- Ability to sit for extended periods during the work day
- Attend to focus and attend to details for extended periods of time
- Ability to make effective decisions and solve problems

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
<p>_____ Employee Printed Name</p> <p>_____ Employee Signature Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Printed Name</p> <p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>

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.

APPROVED