



Position: H&SS Administrative Assistant

Circulation Level: Level II - Repost

Hours of Work: 32 hour per week

Accountability: Health Services Manager

Employment Status: 2 Yr Term Contract (w/possible ext.)

Preferences: MFN Band Member person of Aboriginal descent

The Administrative Assistant:

- Review monthly general ledger and recommend journal entries and transfers with the Health and Social Services Director; present monthly statements to Health & Social Services Director; upon approval, implement paperwork to finance department.
- Draft and prepare cheque requisitions and invoices; monitor monthly telephone and office supply expenditures; highlight discrepancies in general ledger; prepare and distribute monthly expenditure reports to program workers, Director/Managers.
- Maintain current general ledger binder/audit book; develop audit notes in consultation with Director and Managers; participate in audit and drafting of annual budgets; maintain file copies of all legal agreements Audit Book; draft and submit annual work plan; assist with quarterly and annual reports to funding agencies on behalf of Health & Social Services Department; prepare final draft of proposals for submission to funding sources
- Organize and attend monthly Team and Committee meetings/ draft and circulate notices/ meeting packages/ agenda/ minutes/book & set up room & refreshments/ equipment, if required; draft and/or proof read correspondence, reports, forms, memos and other material.
- Ensure proper functioning of all office equipment and make appropriate arrangements for repairs and/or maintenance; assist with orientation of all new Health and Social Services staff and organize office space as required in conjunction with Health & Social Services Director and Managers.
- Order supplies as needed; obtain price quotations from catalogues and/or suppliers and complete a purchase order and submit for authorization by appropriate personnel; contact suppliers to resolve shortages, missed deliveries and/or other problems.
- Participate in proposing constructive changes within Health and Social Services that could be seen as improvements to the quality of the organization and its operations; participate in meetings as directed; participate in training seminars/workshops/conferences; assist programs with organization, preparation, set-up and ending of workshops.

The successful candidate will possess the following qualifications, skills, experiences, and attributes:

- 3 to 5 years finance and clerical experience in the area of health and social services and/or applicant should have a strong administration background; knowledge of bookkeeping is essential; must possess demonstrated Advanced Excel.
- A College Diploma and/or University Degree in the Health Field would be an asset.
- Must provide a Vulnerable Reference Check from the Canadian Police Information Centre (CPIC); must have a valid Class "G" Ontario Driver's license in good standing and use of a vehicle; must be able to travel on occasion.
- Excellent communication skills; excellent organizational and time management skills/interpersonal skills; knowledge of cultural practices and teachings.
- Honest/ respectful and trustworthy; be flexible; and demonstrate sound work ethics.

TO APPLY: *Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:*

Mississauga First Nation

P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

EMAIL: ritac@mississaugi.com **FAX:** 705-356-1740

Deadline: Friday, December 14, 2018 at 4:00 pm

Thank you to all applicants; however, only those selected for an interview will be contacted.