JOB DESCRIPTION

IDENTIFICATION INFORMATION

JOB TITLE: Finance / Human Resources Assistant

JOB LOCATION: Kwayaciiwin Education Resource Centre, Sioux Lookout, ON

SUPERVISION RECEIVED: Finance / Human Resources Coordinator

SUPERVISION GIVEN: N/A

DATE OF THIS UPDATE: October 2021

SALARY RANGE: $35,000 - $50,000

JOB SUMMARY

Provide finance and human resources support to the Finance / HR Coordinator and KERC.

KEY RESPONSIBILITIES

• back up the coordinator in all functions

• support for the timely preparation of the annual budget cycle

• support payroll execution

• support accounts payable and receivable functions

• ensure all finance and human resources documents are filed promptly and accurately

• receive and review timesheets and leave notices to ensure they are complete and have supervisor signature

• data entry, document searches, memos and emails as required

• respond in a timely manner to all phone calls and emails

OTHER DUTIES

• maintain a clean and organized work space

• take an active role in the improvement of processes

• take pride in the filing systems and provide feedback on how to make them the best they can be

• be available to back up the receptionist and answer KERC’s phone when required

• other duties as may be assigned from time to time

SKILLS, KNOWLEDGE & ABILITIES

• Working in an Indigenous organization and doing your work with an appreciation for Indigenous Language and Culture

• basic knowledge of accounting and finance practices

• understanding of human resources functions

• computer and systems knowledge and ability to execute

• attention to detail with a sense of pride in your work

• willingness to learn