

SKOOKUM JIM FRIENDSHIP CENTRE

Position Title: FINANCE/ADMINISTRATION ASSISTANT

Position Summary:

The Finance/Administration Assistant will be a strong team player, as part of the management team responsible for Human Resources Management, Operational Management, Strategic Planning and Development, and Financial Administrative Assistance. This position reports to the Director of Finance.

Duties:

Specific duties, tasks and assignments under direction from the Director of Finance and the Executive Director as noted below:

Human Resource Management:

- Develop postings for all vacant positions including internal postings and external postings;
- All postings must be reviewed and approved by the Executive Director;
- The Executive Director will sign all letters of offer;
- Approve hiring plans for casual employment;
- Review and pre-screen all applicants and prepare a short-list of candidates for the interview team to interview;
- Conduct appropriate reference checks for prospective hires;
- Advise the successful candidate of her/his appointment by letter outlining their employment status, salary and probationary period;
- Ensure new employees sign letter of offer in duplicate to indicate their acceptance of the terms and conditions of employment;
- Maintain recruitment files for each position including a copy of the letter of offer;
- Classify positions using the job evaluation system of the Centre;
- Prepare position descriptions/job descriptions in consultation with the position Supervisor;
- Obtain approval of position descriptions/job descriptions from the Executive Director;
- Review all position descriptions at least every two years;
- Orientate all new employees including reviewing all policies, constitution and by-laws of the Centre;
- Ensure the employee meets with the Director of Finance to complete all payroll information;
- Assign work hours other than, or in addition to the normal workday as required;

- Approve flex and compressed work weeks as required and in consultation with the Executive Director;
- Conduct staff skills assessments and develop a list of training needs for Supervisor and Executive Director needs annually;
- Maintain attendance records of all staff for payroll and benefits information;
- Meet with staff and their respective Supervisors as required and in accordance with the Attendance, Unexcused Absences & Lateness and Disciplinary Action policies;
- Issue written warnings as required and in accordance with policies;
- Be present when employees and/or Supervisors review an employees personnel file;
- Securely store personnel files;
- Conduct exit interviews with permanent full-time staff who are terminating employment with the Centre;
- Receive and act on harassment complaints an employee may have with a Supervisor in accordance with the personnel policies;
- Provide advice and guidance to staff regarding disclosure and resolution of conflict of interest situations in accordance with personnel policies;
- Receive transfer and promotion requests from employees and forward a recommendation to the Executive Director for approval;
- Request medical certificates attesting to the employee's ability to resume regular duties if the duration of sick leave exceeds three (3) days;

Operational Management:

- Update, maintain and implement SJFC Building Safety Plan;
- Supervise and ensure daily maintenance, duties and tasks are carried out inside and outside of the Centre;
- Maintain an inventory record of capital assets including the fair market value for insurance and financial purposes;
- Ensure that buildings and other assets comply to safety codes, by-laws, legislation and ensure electrical, heating, and lighting systems are functioning and in good order;
- Ensure that property is free of obstructions, illegally parked vehicles, objects or any obstruction that may jeopardize the safety of staff and the public;
- Ensure building security system is operational and maintain an emergency call out list of staff;
- Ensure capital equipment including computers, printers, security systems and other are well maintained and operational at all times;
- Maintain knowledge and oversee insurance policy and claims in accordance with applicable laws;
- Ensure any potential areas of liability are reported immediately followed by implementing and action plan;

- Keep accurate records of any incidents in regards to building safety and insurance claims;
- Make recommendations to the Executive Director of any proposed changes and initiatives;
- Respond to directives from the Executive Director in a prompt, efficient and professional manner;

Strategic Planning and Development:

- Participate in planning as requested by the Executive Director;
- Attend Strategic planning sessions and meetings as required;
- Attend Board of Director meetings as required;
- Attend Human Resources management meetings as required;
- Draft agendas, reports, and overview Board meeting minutes with the recorder/minute taker;
- Draft proposals to meet the strategic planning direction;
- Oversee the drafting of a strategic plan for the Centre as a live document for the approval of the Executive Director;
- Make recommendations to the Executive Director on any proposed changes and new initiatives;
- Respond to directives from the Executive Director in a prompt, efficient and professional manner;

Financial Administrative Assistance:

- Maintain and provide employee accruals for the Director of Finance;
- Input payable transactions at the request of the Director of Finance;
- Balance petty cash;
- Assist in the maintenance of financial files with the Director of Finance;
- Process payroll in the absence of the Director of Finance;
- Obtain signing authorities for payables, payroll and contribution agreements as requested by the Director of Finance;
- Process and deposit bank deposits as requested by or in the absence of the Director of Finance;
- Attend training as identified by the Director of Finance and approved by the Executive Director;
- Complete the Aboriginal Friendship Centre Proposal annually for the approval of the Executive Director and Board of Directors;
- Shred financial documents at the request of the Director of Finance;
- Assist the Director of Finance in preparation for the annual audit;
- Attend Finance committee meetings;
- Assist the Director of Finance in follow-up with program funding agencies for outstanding receivables;
- Easy Pay Payroll and Accpac experience is desirable
- Ensure all program reporting requirements have been met and a copy of the required reports are on the funding agency financial file;

STATEMENT OF QUALIFICATIONS

Education

- **Completion of post secondary training in Business Administration, Human Resource management and/or several years work experience in human resources and financial management**
- **Proficient in Microsoft Office Word, Excel and Power Point, Internet and Outlook Express**

Knowledge

- **Knowledge of First Nations culture**
- **Knowledge of the Friendship Centre movement**
- **Knowledge of Yukon First Nations and Aboriginal organizations**
- **Working knowledge of the Yukon Labor Standards**
- **Working knowledge of Yukon Human Rights Legislation**

Experience

- **2 years continuous work experience in Human Resource management**
- **2 years continuous work experience in financial management**
- **Experience working in a cross cultural environment**
- **Experience in research development, proposal writing and budgeting**
- **Experience in dissemination and interpretation of legislation and by-laws**

Abilities

- **Ability to work in a cross cultural environment**
- **Ability to work with little supervision**
- **Ability to work in a team environment**