

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

Funding Administrator Temporary Full Time

Position Summary:

This program is administered using the Community Advancement Fund Guidelines, Jordan's Principle funding along with future funding applications. These guidelines set out the policies and procedures regarding the fund in all areas from eligibility, application process, approval process, and reporting.

Position Duties

- Ensure completeness of applications
- Follow up with applicants to obtain missing documentation
- Assess applications for eligibility
- Determine appropriate approval process for each application
- Prepare Committee Minutes for review by Council
- Complete semi-annual project audits and file closures
- Work with applicants deemed in default to resolve
- Provide assistance with the application process
- Provide information to the community about the Community Advancement Fund, including fund parameters, application process, etc.
- Work with applicants to ensure completion of projects, providing support and referrals where necessary
- Notify the Committee of any default situations
- Prepare recommendations for Council
- Follow up with in-camera Motions for processing with Finance Department
- Notify Committee of any outstanding issues, default, etc
- Assist in other duties within the Finance Department.

Qualifications

Grade 12 or Equivalent

- Basic Accounting Skills and General Accounting Principles
- Knowledge of federal and provincial regulations and programs as they relate to First Nation operations.
- Excellent proficiency in computer applications and functions with a focus on ACCPAC and Excel.

- Experience preparing briefing notes, reports and policies.
- Experience in reporting to funders.
- Understanding of contract negotiations, methods and legal procedures. Qualifications and Skills/Experience:
 - Must be self-directed and able to work as part of a multi-disciplinary team.
 - Excellent leadership and oral and written communication skills.
 - Interpersonal skills and ability to effectively work with the public, management and employees.
 - Good analytical, problem solving and conflict management skills.
 - Flexibility to deal with a constantly changing workload.
 - Ability to organize and prioritize a wide variety of assignments using independent judgement and minimal supervision.
 - Ability to work overtime to meet deadlines and/or in emergency situations.
 - The ability to understand and Ojibwe will be considered a definite
 - Be able to work overtime to meet deadlines and/or emergency situations
 - Proficiency with Excel, computer software and office equipment
 - Ability to work as a team in a fast paced environment
 - Must provide a clear CPIC
 - Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
 - Knowledge of and respect for Anishnawbek history, practices, teachings, language, values and beliefs is of importance
 - Knowledge of the 7 grandfather teachings

Interested applicants **MUST** submit a cover letter, resume, and three recent manager employment references.

Attn: Human Resources
 195 Village Road, Cutler Ontario, P0P 1B0
 Fax: 705-844-2757

Email: hr.jobs@serpentrivern.com
 By: November 18, 2024 at 4:00 pm

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

**Detailed Job Description is available upon request*