



JOB POSTING

Administrative/ Financial Officer

SUMMARY:

Reporting to the CEO, George Gordon Developments Ltd., the Administrative and Finance Officer will act as the Executive Assistant to the CEO and the primary responsibility will support the CEO of George Gordon Developments Ltd. and the Board of Directors. They will assess and anticipate the needs of the CEO and be comfortable with making independent decisions based on knowledge of current issues. This position requires a high degree of independent judgement as there are frequent interactions with the Board of Directors, Chief and Council, partners, and other stakeholders. The incumbent requires excellent interpersonal skills, and the ability to interface with team members at all levels of the organization.

ADMINISTRATIVE RESPONSIBILITIES:

1. Providing full administrative support for the CEO and other members of the senior Management Team as required
2. Manage calendars including scheduling of meetings, appointments and booking all travel arrangements
3. Coordination of Board of Directors meetings including venue, agenda, minutes, audio visual, attendees, meals and hotel reservations as required for participants
4. Design, review and coordinate various materials for presentations (agendas, minutes, follow up, etc.)

FINANCIAL RESPONSIBILITIES:

5. Electronic filing and Desktop publishing
6. Accounts payable processing
7. Accounts receivable processing
8. Cheque requisition and processing
9. Sort documents, codes, logs reviews for accuracy; matches supporting invoices to procurement documents; and verifies invoices for payment
10. Handles cash and cash related transactions, issues receipts, records and types money lists, and balance cash fund; enters cash transactions in ledgers and reconciles cash reports; prepares bank deposits
11. Maintains a files system for the finance records
12. Distributes, reviews, calculates and processes employment documents; verifies account numbers; maintains sick and annual leave and other payroll records.

MINIMUM REQUIREMENTS:

Business administration diploma and/or 3 years of experience that is directly related to the duties and responsibilities specified.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

13. Excellent computer skills using Microsoft Office products: Word, Excel and PowerPoint
14. Have strong knowledge (or gain a strong knowledge) of the George Gordon Developments Ltd. policies and practices; protocols;
15. Proactive, highly organized and extremely detail oriented
16. Excellent organizational skills; ability to initiate, plan and coordinate events
17. Knowledge of payroll policies and procedures
18. Ability to use automated accounting system including ACCPAC and Simply Accounting
19. Data entry and/or word processing skills

Shortlisted applicants may be required to undergo a criminal record check.

Please provide resume and cover letter include evidence of appropriate qualifications by May 11th, 2018:

Glen Pratt

CEO, George Gordon Developments Ltd.

Box 248, Punnichy, SK S0A 3C0

Tel: (306) 949-4238 Fax: (306) 949-4249

Email resumes to: glenpratt@ggdevelopments.com

❖ All qualified candidates are encouraged to apply; however, George Gordon First Nation members will be given priority. Only those considered for interview will be contacted and we thank all applicants for considering GGDL for employment.