



EMPLOYMENT OPPORTUNITY

POSITION:	Administrative Assistant and Finance Clerk
SUPERVISOR:	Senior Administrative Assistant / Financial Controller
WAGE:	\$25-32 hourly depending on Education and work experience.
STATUS:	Full time position (72 hours pay period)
LOCATION:	Atlin, British Columbia
CLOSING DATE:	Until Filled

POSITION SUMMARY:

Taku River Tlingit First Nation (TRTFN) is seeking a motivated and talented individual to join our Administration Department. Reporting to the Senior Administrative Assistant & Analyst as supervisor and to them and the Financial Controller for work tasks and guidance, the Administrative Assistant and Finance Clerk will play a critical front-line role in administrative services and an important support role to the Finance Division

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES:

- Provides all front-line reception services including in person and phone, provide back-up reception services for other departments as directed.
- Ensures a safe workplace and that the offices and building are secured with confidential file cabinets, doors locked, etc.
- Update and maintain the TRTFN Government Telephone, Email Directory and maintain it on a regular basis.
- Monitor the TRTFN website, alerting Managers when information is outdated and needs to be updated.
- Compose and prepare correspondence, documents, and contracts in support of TRTFN initiatives and projects, as well as preparing meeting agendas and minutes which effectively document the progress of the projects.
- Maintain schedules and calendar of activities, book appointments and schedule meetings for the Administration Department and other departments where required. Resolve scheduling conflicts and issues.
- Receive, log, and distribute correspondence.
- Be able to work independently to support complex assignments such as planning and organizing meetings and special events (virtual and in-person) which may involve the contracting of external vendors, booking venues and accommodations, catering, arranging for transportation, and processing and tracking invoices and expense claims.
- Support a healthy workplace that embraces diversity, encourages teamwork, and complies with all applicable and regulatory requirements



- Coordinate travel arrangements and itineraries using corporate travel providers ensuring the safest, most functional, and cost-effective arrangements. Does registration and arranges payments for meetings and conferences as required.
- Plans and coordinates administrative procedures and systems and devises ways to streamline processes.
- Monitor the inventory of office supplies and the purchasing of new material with attention to budgetary constraints. Maintain relationships with necessary vendors (office supplies, printer servicing, etc.)
- Assist with planning and scheduling of management team meetings, including agenda coordination and material preparation
- Monitor government IT functions and provide basic orientation and assistance to staff on minor IT issues. Refers more serious difficulties to the contracted IT support provider.
- Ensure photocopier, printers, and other office equipment is maintained and ink cartridges are stocked as needed
- Perform finance clerk duties as requested including filing and accessing receipts and other financial documents, do purchase orders, contact vendors, and keep a list of regularly used vendors, assisting with payroll, logging contribution agreements, assist the Finance staff with audit queries, and other related finance clerical tasks
- Prepare contracts as directed including reaching out to contractors to get required corporate and rate information and ensuring all deliverables are included.
- Maintain files and documentation to an Accreditation Standard.

EDUCATION, SKILLS AND EXPERIENCE:

- Grade 12 plus graduation from a recognized administrative or secretarial program including bookkeeping courses and or at least two years of college or university courses, transcripts are required for course work and a copy of diplomas for college or university diplomas or certificates, with two to three years of related Knowledge of common industry software such as Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe Acrobat.
- Able to juggle numerous tasks in a busy environment and conduct business in a professional manner.
- Knowledge of First Nations culture, traditions, and of systemic issues faced by First Nations people, and of the political and administrative structures of First Nations.
- Experience in First Nations and/or public sector is preferred.
- Valid Driver's license.

CONDITIONS OF EMPLOYMENT:

Police Clearance & proof of vaccination **(Required)**

****PREFERENCE GIVEN TO TLINGIT FIRST NATION CITIZENS****

"An eligibility list will be maintained on competitions for 12 months for those employees who qualify for the skills required but are not the highest-ranking candidate in the competition."