



## **EMPLOYMENT OPPORTUNITY**

### National Aboriginal Lands Managers Association (NALMA)

**Position:** Finance and Administrative Support

The National Aboriginal Lands Managers Association (NALMA), is a federally registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of NALMA's Finance and Administrative Support.

#### **Position Summary:**

The NALMA Finance and Administrative Support (FAS) will provide a high level of financial and administrative support services to the overall operations of NALMA Administration.

Under the immediate supervision of the Finance and Senior Officer and secondary supervision of the Executive Director and or designate the Finance and Administrative Support will:

- Perform high level financial administrative support
- Perform a high level of administrative and secretarial duties
- Organize priorities and maintain appropriate confidentiality
- Assist in carrying out of the goals and objectives of NALMA generally
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada
- Encourage, support and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nation Land Managers

**Location:** Curve Lake First Nation, Ontario

**Employment Type:** Contract until March 31<sup>st</sup>, 2020 with a possibility of an extension  
Start date is immediate. The successful candidate will be subject to a probation period as per NALMA personnel policy

**Language:** English  
Fluency in English (written, comprehension and oral)  
Practical ability in French (written, comprehension and oral) would be an asset

**Closing Date:** **March 29<sup>th</sup>, 2019 at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

**Annual Salary:** \$52,162 (annually subject to availability of funds)

**Job Description:** Available upon request

## **Skills, Knowledge, and Competencies: Must possess**

- High level executive administrative skills
- High-level of financial administration skills
- A good understanding of accounting principles including accrual accounting, reconciliations, general ledgers journals and preparedness to learn more complex principles
- High-level communication skill (written and oral)
- Strong multi-tasking and time management skills
- Strong organizational and file management skills
- Experience in coordination of training, meetings, conferences and workshops
- Knowledge of theory and application of management, business policies, strategic planning techniques and practices
- Ability to maintain a database and filing systems for all relevant inquiries, referrals and evaluations
- Ability to analyze financial information and prepare financial statements and reports
- Experience in human resources and administrative operations and coordination
- Ability to do research and introduce new administration methods
- Ability to prepare meeting minutes, briefing notes and internal support materials
- Candidate must be flexible, proactive, solution focused and adaptable to rapid changes in the daily work environment and be resourceful in solving problems for a positive outcome
- Ability to establish and manage effective working relationships
- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook), and Internet Explorer, various on-line communication methods, Mac operating systems, and Adobe Pro
- Must maintain confidentiality and ensure legislated privacy requirements are met

## **Requirements:**

- Completion of Post-Secondary certificate/diploma in business administration or accounting and/or equivalent combination of education and experience may be considered
- Two or more years of experience in the related field of business and accounting administration
- Must possess own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Experience working with First Nations is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current **signed and dated** letters of reference to accompany resume

## **Personal Suitability**

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

**How to Apply:** Mail, Fax or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Signed and Dated Letters of Reference**

**Send To:** Leona Irons, Executive Director  
National Aboriginal Lands Managers Association  
1024 Mississauga Street  
Curve Lake, Ontario, K0L 1R0  
Fax: (705)657-7177 or Email: [liron@nalma.ca](mailto:liron@nalma.ca)

**Thank you to all applicants; however, only those selected for an interview will be contacted.**