



## EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant

Department: Finance

Location: 1371 Second Ave., Dawson City, YT

Start Date:

Salary: \$30.00 hourly/40 hours per week

Closing Date: On Going

### Description

Assist with administrative procedures and coordinate the activities of workers in the following unit groups: Payroll administrators, accounting and related clerks, Banking, insurance and other financial clerk and collection clerks.

### Essential Qualification:

- \*Must have a degree related field of study
- \*Must have 5-10 years of Experience
- \*Must have knowledge and skills on computer and accountings of software applications
- \*Must be able to work with minimal supervision.

### Duties & Responsibilities

1. Must assist with administrative procedures such as budget submissions, contract administration and work schedules
2. Examine and verify accuracy of work and authorize routine payments, credits and other transactions.
3. Respond to telephone, in person or email inquiries and forward to appropriate person.
4. Establish work schedules and procedures and coordinate activities with other departments.
5. Process incoming and outgoing mails, manually or electronically.
6. Maintain an accurate and up to date payables and receivables listing.
7. Prepare customer invoices and post revenues based on service contracts, rental agreements, or other information provided.
8. Charging GST in accordance with Canadian Tax Laws.
9. Must be able to handle regarding companies goods, services and policies.
10. Collect and verify time keeping information for all employees.
11. Arrange for refund, exchange and credit merchandise.
12. Must be able to receive payment from customers.
13. Establish a set of internal controls and system of regular financing reporting that meet the needs of the company and the Board of Directors including cashflow, profit and loss, accounts payable, accounts receivables work on progress and variances to budget.
14. Have a complete and thorough knowledge of all finance and accounting functions, systems, relevant software and procedures.
15. Implement efficient working processes and coordinate, assign and review the work of clerks engaged in the following duties: Account payables and receivables; verifying and recording financial documents; processing, verifying and recording insurance claims and forms; collecting user fees and payments on overdue accounts.
16. Maintain inventory of office supplies ,order supplies as required and arrange for servicing office equipment
17. Organize the flow of work for other office support workers.
18. May perform basic bookkeeping task such as preparing invoices and bank deposits.
19. Must be able to assist the manager in various administrative task spanning multiple departments.
20. Set-up and maintain computerized information filing systems.
21. Determine and establish office procedures.

### Condition of Employment

- Mandatory confidentiality is a condition of employment for all Chief Isaac personnel
- Criminal Record Check
- Valid Class 5 Driver's License

Please email application or request for more information to [tina.timms@chiefisaac.ca](mailto:tina.timms@chiefisaac.ca)  
Or visit our office at 1371 2<sup>nd</sup> Avenue, Dawson City, YT

*As a Tro'ndek Hwech'in first nation owned for profit business, our mandate is to deliver returns to our shareholders. Wherever possible, our first preference for hiring shall be given to our qualified Citizens. We thank you that all that apply but not only those selected for further consideration will be contacted.*