



## Career Opportunity

### Administrator/Bookkeeper

Minodahmun Development is seeking a motivated and experienced **Administrator/Bookkeeper** to join our team on a contract basis. This individual will work directly with the Chief Executive Officer, and will be responsible for day-to-day bookkeeping tasks and various administrative tasks.

#### Responsibilities:

- Post financial transactions in Sage Accounting software
- Prepare and process invoices and administer accounts receivable
- Process accounts payable
- Process expense claims and credit card reconciliations
- Set up and manage new vendors and clients' accounts
- Communicate with vendors and clients on billing matters
- Communicate with external accountants and provide information and documentation as required
- Assist with preparation of financial reports and support month-end process
- Assist with year-end preparation, and financial audit
- Organize and maintain filing systems, and follow digital file naming conventions
- Attend Board meetings and record meeting minutes
- Assist in project coordination and management activities
- Report to CEO
- Other administrative and finance-related duties as required

#### Qualification Requirements:

- Degree or diploma in accounting/finance or other relevant field
- Minimum 5 years' experience in an administrative and/or bookkeeping position
- Solid understanding of basic accounting principles
- Experience with accounting software, preferably Sage Accounting
- Proficiency in Microsoft Office applications and Adobe software, with ability to create simple formulas and manipulate data in Excel
- Bookkeeping and finance experience
- Administrative and coordination experience
- Experience with organizational development and operations support
- Excellent verbal and written communication skills, and attention to detail
- Able to manage priorities and meet monthly financial deadlines
- Works well independently with minimal supervision
- Able to maintain confidentiality
- Experience working with Indigenous communities
- Member of Aroland First Nation, Animiigoo Zaagi'igan Anishinaabek or Ginoogaming First Nation would be an asset



**Minodahmun  
Development** <sup>LP</sup>

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PO Box 89

101 Poplar Crescent

Longlac, Ontario

P0T 2A0

**Compensation:**

The Administrator/Bookkeeper position is a 1-year contract with the possibility of extension. It is a full-time position (32 hours per week) with flexible working arrangements. Starting wage is commensurate with skills and experience.

**Please apply by e-mail to:**

John Glover

Chief Executive Officer

[john.glover@minodahmun.ca](mailto:john.glover@minodahmun.ca)

**Please include Administrator/Bookkeeper in the subject line.**

**Deadline to apply: May 17<sup>th</sup>, 2021**