



BOOKKEEPER /ADMINISTRATIVE ASSISTANT

The Bookkeeper/Administrative Assistant is responsible for accurate, efficient administration of all financial and administrative activities for the organization. Duties include bookkeeping, accounts payable and accounts receivable, banking, records management, purchasing, budget and financial reporting and overall clerical support. This position calls for someone to manage multiple priorities, meet deadlines as well as demonstrate excellent organizational, and effective interpersonal skills.

Superior administrative support is expected to ensure the efficient operation of the office. Supports the Executive Director in a variety of tasks related to organization, governance and communication. Responsible for confidential and time sensitive material.

Qualifications:

Post-secondary Degree or Diploma in Business, Accounting or Finance and/or 2 years of practical experience with a college certificate in Accounting or related. • Policy development, grant application and records /dictation management experience • Computer skills in Microsoft Office suite, ADP payroll, QuickBooks, HRIS software • Superior planning, problem solving, project management and organizational skills • Effective communication skills (both written and oral) • Able to work independently and contribute as a team player • Positive attitude, able to demonstrate emotional intelligence and strong interpersonal skills

Please submit your resume and cover letter outlining how your skills match the job summary and qualifications by **Tuesday, August 3rd at 4 pm** to:

20850 Muncey Road P.O.

Box 381, R.R.#1

Muncey, Ontario N0L 1Y0

executivedirector@nimkee.org



HUMAN RESOURCES /OFFICE MANAGER

The Human Resources Manager acts as a trusted advisor to management and employees, leading the delivery and promotion of comprehensive HR strategies, programs and processes in support of Nimkee's mission, vision and values. The Manager will be responsible for nurturing an effective and healthy workplace, positive employee relations and employee engagement. The position includes coordination of recruitment and selection; training and development; performance management, disability and attendance management and the compensation processes (including benefits and pension). A key focus will be leading Health and Safety and employee wellness at Nimkee. The Manager will contribute to the organization by building positive relationships throughout the organization; develop and implement effective HR initiatives, policies and procedures, particularly those that support organizational and staff accreditation. Demonstrating confidentiality, ethical behaviour, and objectivity. This position is part of the senior management team and reports to the Executive Director

Qualifications:

3-5 years progressive Human Resources experience with exposure to all facets of HR, • Post-secondary education in a related field, CHRP designation (or working towards) • Strong working knowledge of workplace legislation both federal and provincial, standard HR policies and procedures • Detail oriented; possess excellent organizational, problem solving and analytical • Exceptional communication skills, both oral and written; effective listening skills • Ability to handle conflict and other difficult situations fairly, objectively, and consistently • Demonstrated experience in conducting investigations, resolving grievances and providing • Provide leadership with an approachable, personable, positive and authentic character • Abstainer with at least three years continuous sobriety is a requirement by organizational policy • Demonstrate maturity and emotional intelligence • Fluency in First Nations language is an asset, Indigenous ancestry preferred • Knowledge and awareness of cultural, and traditional teaching, universal to First Nations peoples preferred • Advanced Excel, Word and PowerPoint skills, must be able to create and deliver presentations • Must be able to work flexible hours • Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation • Successful Vulnerable Sector Check.

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