



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Community Financial Assistant**
 Job Code: FIN174
 Department: Finance
 Reports to: Community Financial Manager

Date Posted:	6-Oct-20
Date Closed:	20-Oct-20 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits
 Availability & Term: Approx. start date: October 2020
 Remuneration: \$21.27 to start, move to \$22.98 after 3 months

JOB PURPOSE/SUMMARY

To support the Community Financial Manager with the Community Financial Assistance program including assisting with the preparation of loan documents and the collections process as well as performing office and clerical duties in a professional, friendly and confidential manner.

QUALIFICATIONS

- Education:**
- College Diploma - Business Administration or equivalent experience
- Skills and Abilities:**
- Excellent customer service and conflict resolution skills.
 - Excellent organizational skills with an attention to detail.
 - Ability to multi-task and meet deadlines.
 - Must have a high degree of initiative.
 - Microsoft Office including ability to create Excel spreadsheets and PowerPoint presentations.
 - Strong letter writing skills.
 - Must be comfortable making collection calls.
- Experience:**
- Minimum 2 year experience in Office Administration or Banking environment.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated: 30-Sep-20

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Job Code:	FIN174
Department:	Finance
Reports to:	Community Financial Manager

JOB PURPOSE/SUMMARY

To support the Community Financial Manager with the Community Financial Assistance program including assisting with the preparation of loan documents and the collections process as well as performing office and clerical duties in a professional, friendly and confidential manner.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Provide daily support to the Community Financial Manager as directed.
- Perform all office and clerical duties daily including but not limited to: telephone calls/messages, emails, filing, greeting visitors, etc.
- Day-to-day interactions with community members with a high level of customer service.
- Booking of appointments.
- Inputting a variety of data into excel spreadsheets.
- Create Excel spreadsheets when required.
- Create PowerPoint presentations.
- Assist in the preparation of programs and workshops including organizing supporting materials, booking meeting space and AV equipment and taking attendance.
- Assist with Loan program monthly reconciliation.
- Assists with Loan program and preparing Loan documents.
- Assist with Letters, Memos and Motions.
- Assist with Collection Process including Letters and Calls to Members for all debts in arrears.
- Assist with Pension, Estate and Mortgage Files.
- Maintain Community Financial Bulletin Board as directed.
- Prepare monthly articles for the Ojibway Times for review by Manager.