



## Finance & Administrative Support for Opiikapawiin Services LP

### Company Background

**Opiikapawiin Services LP (“Opiikapawiin”)** was established by a partnership of 22 First Nations in northwestern Ontario. The 22 First Nations partnership is also majority owner in Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Opiikapawiin will also support the First Nations partnership in the management of its investment in Wataynikaneyap Power, which includes raising equity for the First Nations interest in the transmission project.

### Job Description

The Finance & Administrative Support is a full-time position, who will report to the Financial Manager and work collaboratively within a team environment and performs a key role in supporting the team day to day financial administration. The position will be responsible for, but not limited to, accounts payable/receivable invoices, organize invoices, obtain invoice and payment approvals, prepare mailing of cheque payments to vendors, filing, and reporting. The candidate will be responsible for prepare documents such as purchase orders, new vendor sheets, travel reimbursements, credit card reconciliations, vendor invoice payment inquiries, any other financial documentation as required.

The Finance & Administrative Support will represent Opiikapawiin Services and Wataynikaneyap Power in a professional manner at all times. The person in this role will work directly with the Financial Manager and Opiikapawiin Services team.

***Since Opiikapawiin Services is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.***

### Duties and Responsibilities

This position shall be responsible for the following:

#### Key Responsibilities:

- Data Entry – Posting bills and expenses into QuickBooks
- Accounts Payable administration, ensuring all documentation is in good order before processing
- Credit Card administration; compiling and matching receipts to statements
- Collecting and organizing support documents for quarterly invoice to Wataynikaneyap Power
- Filing & document management

#### Other duties may include;

- Assist Administrative Coordinator at times of high activity.
- Data entry to StakeTracker and other tools maintained by Opiikapawiin.
- Assist in Employment, Skills & Training document management
- Assist in Operations and Contract document management
- Assist in implementing a Quality Management System
- Assist in events administration and finance
- Assist in communications management and record keeping

## Qualifications

### Education & Experience:

- Diploma or Degree in Accounting or related field with minimum 2 years' experience processing Accounts Payable.

### Required Skills:

- General computer skills and experience with MS Office suite. (Excel, Word, PowerPoint, Outlook)
- Experience using QuickBooks or Sage50
- Administrative office skills. Experience filing and document control.
- Telephone and communication skills
- Attention to detail and data entry accuracy
- Problem identification and problem resolution skills

### Other Skills and Abilities:

- Excellent time management skills and multi-tasking ability
- Excellent written and verbal communication skills
- Interact effectively with all levels of the organization in a fast-paced, team-oriented workplace
- Good interpersonal skills
- Strong understanding of Indigenous culture in Northwestern Ontario and protocols
- Knowledge of the economic, social, and political environment of Northwestern Ontario and/or experience with remote community realities
- Knowledge of record-keeping procedures and practices
- Proficient written and verbal communication skills in English; the ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is not required but considered an asset
- Computer literacy and knowledge of software with a strong proficiency with Microsoft Office applications, online productive applications, and communication tools.
- Knowledge of databases and database software
- Valid Class "G" license

## Employment Type, Location, and Start Date

### **300 Anemki Place, Suite "C"**

Fort William First Nation  
Thunder Bay, ON

The expected Start Date for the Finance & Administrative Support will be October 2018  
The Finance & Administrative Support will work Monday to Friday within normal business hours.

Please note that this is a contract position to March 31<sup>st</sup> 2019 with opportunity for extension.

## Compensation

Negotiable, based on experience.

## Application & Deadline

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others.

The deadline for applications is **12:00 (noon) EST on Friday September 21 2018.**

Applications must be directed to:

**Opiikapawiin Services LP**

Attn: Lucie Edwards – Chief Executive Officer

[l.edwards@oslp.ca](mailto:l.edwards@oslp.ca)

Subject: Finance & Administrative Support application

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at [www.oslp.ca](http://www.oslp.ca)

We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.