



JOB DESCRIPTION

TRUST ADMINISTRATOR – PART TIME

The Trust Administrator is responsible for providing financial, administrative and clerical services to the Board in order to ensure the effective and efficient daily operation of the Michipicoten First Nation Community Trust.

Responsibilities

1. Provide administrative support to ensure that Trust operations are maintained in an effective, up to date and accurate manner:
 - Answer general telephone inquiries in a professional and courteous manner
 - Reply to membership inquiries with accurate information
 - Type correspondence, reports and other documents
 - Maintain office files
 - Open and distribute mail
 - Prepare and distribute quarterly newsletters
 - Maintain Membership database
 - Keep website up-to-date
 - Order supplies as needed
 - Maintain daily bookkeeping and journal entries using Simply Accounting
 - Check GIC's and make sure members are getting their monies on time and reinvesting ones that have matured
 - Year end preparation for audit
 - Posting for Tenders
 - Oversee the Accounts Payable and Accounts Receivable
 - Administer Benefit Programs
 - Insertion of Investments into Simply Accounting
2. Provide support to the Trustees to ensure that they are provided with the resources to fulfill their responsibilities and make informed decisions:
 - Maintain confidentiality in all duties
 - Prepare monthly financial statements
 - Schedule, plan and prepare for Board meetings
 - Set Meeting agendas with Chairperson
 - Provide travel arrangements for Board Members
 - Act as Recording Secretary at all committee/Board Meetings
 - Provide Administrative support to Trust Chairperson and Finance Committee Chairperson
3. Other duties as required.

All interested individuals are encouraged to send a cover letter and resume to:

Attention: Hiring Committee

Michipicoten First Nation Community Trust

RR#1, Site 8, Box 24

Wawa, ON P0S 1K0

Fax: 705-856-7872

Email: mfncadmin@xplornet.ca

Deadline for applications: December 13, 2017

Only successful candidates will be contacted for an interview.