



PAUL FIRST NATION

PO Box 89, Duffield, AB. T0E 0N0

Employment Opportunity

Health Centre Office Administrator

The Paul First Nation (PFN) is located 67 kilometers west of the City of Edmonton, Alberta. The PFN manages and administers its program operations and administration within a First Nation Governing structure. PFN is currently seeking a self-motivated, experienced individual to fulfill the full-time position of Health Centre Office Administrator for the Nation. This position will contribute to the on-going development of a beneficial and effective Health program structure for the PFN.

JOB OVERVIEW

The Office Administrator will work closely with the Health Director, Finance Department and the Human Resource Department to ensure the efficient running of the Paul First Nation Health Centre. We are seeking a candidate who presents a positive and professional image of our Health Centre and who will exercise responsibility as the organization's first and main point of contact in carrying out its administrative duties.

PRIMARY DUTIES AND RESPONSIBILITIES

This is a full-time position requiring the Office Administrator to execute the summarized (But not limited) duties and responsibilities in a manner that is consistent and cognizant to the mandate of the health department and requires effective and efficient office management capabilities.

- Clerical duties as set out by the Health Director
 - Book Meetings and take meeting minutes.
 - Book Travel and Accommodations.
 - Event planning on behalf of the Paul First Nation Health Centre.
 - Create a tracking system on actual staff hours in conjunction with Human Resources.
 - Inventory management and restocking of office supplies.
 - Office equipment tracking and maintenance.
 - Creating and enforcing department procedures.
- Managerial Accounting
 - Ensure all financial requests are to be within Contribution Agreement requirements.
 - Ensure all health program funding is within each program allocation.
 - Liaise with the PFN Finance Department to continuously reconcile the Health Centre's Accounts Payable, Accounts Receivable and Payroll.
 - Analyze financial documents on a monthly basis ensuring they conform to approved budgets and policies, and report regularly to the Health Director.
 - Liaise with the Paul First Nation Finance Department ensuring the maintenance of general ledgers and payroll records.
 - Assist the Health Director to prepare and present reports required by funding agencies and liaise with them regarding funding and service expenditures.
 - Prepare month and year-end financial reports to help the Health Director with business decisions.
 - Provide information and documentation to the Health Centre auditor and assist the Health Director in reviewing draft statements from the audit.
- Supervisory responsibilities of the clerical, janitorial and maintenance staff.
- Performing other relevant duties when required.

EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:

- Recognized business college certificate in accounting; or any combination of training or experience, which provides the required knowledge, abilities and skills.
- Must have practical experience in accounting and administrative work in a company with a supervisory capacity.
- Provide a criminal and Child Welfare Information System (CWIS) check as required.

SKILLS/ABILITIES

- Knowledge of the Health Centre programming
- Knowledge of First Nations cultures and traditions would be an asset.
- Ability to speak and understand either the Sioux/Cree language would be an asset
- Must abstain from drugs and alcohol
- Strong leadership
- Effective prioritization skills
- Analytical skills
- Good verbal and written communication
- Effective time management
- Strong organizational skills
- Self-initiated with minimal supervision

Salary will commensurate with experience and qualifications.

Application Deadline: Friday, August 19, 2022 @ 4:30 PM

Applicants will be screened based on qualifications; only qualified applicants will be interviewed.
Please submit your resume along with a covering letter attention to:
Deanne Rain, PFN Human Resource Officer
P.O. Box 89, Duffield, Alberta T0E 0N0.

Email to: HR@paulfirstnation.com