



Manitoba Keewatinowí Okimakanak Inc.

Head Office
Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0
www.mkonation.com

Thompson Sub-Office
205-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

EMPLOYMENT OPPORTUNITY ISETS ADMINISTRATOR, Thompson MKO Office Full-Time Position Reporting to the Program Manager

Manitoba Keewatinowí Okimakanak Inc. is seeking a highly motivated individual that will perform the functions of Indigenous Skills & Employment Training Strategy (ISETS) Administrator.

As the ISETS Administrator, you will:

- Have training in Business/Office Administration, Accounting, Bookkeeping or similar, plus minimum two years related office experience or a combination of education and experience will be considered;
- Have experience working directly with First Nations and/or Northern communities;
- Possess strong computer skills:
 - with a working knowledge of MS Office – Word, Excel, Outlook
 - experience with accounting software and bookkeeping duties
 - can pull a variety of reports from multiple systems including databases
 - experience in editing and maintaining existing documents
 - ability to create own computerized ledgers and documents
 - can prepare and produce agendas and meeting minutes
 - strong online file organization skills
 - be responsive to emails
 - can organize and maintain shared team calendar
 - strong typing skills
- Have experience in accounts payable, account reconciliation and reading general ledgers;
- Interpret and adhere to financial policies and procedures;
- Have cross-referencing skills with attention to detail;
- Perform data entry with focus on accuracy – various computer programs;
- Be highly self-motivated with the flexibility to adapt for changing roles and responsibilities in response to program needs;
- Assist ISET's staff with their financial and administrative needs;
- Have excellent multi-tasking skills with the ability to effectively organize work priorities;
- Possess strong written and verbal communication skills and ability to communicate clearly within a dynamic team;
- Maintain your own time management and can meet deadlines;
- Take initiative to improve and streamline current processes where possible;
- Be able to work productively under own initiative with minimal supervision;
- Possess conflict resolution and problem-solving skills;
- Be approachable and work in a confidential manner;
- Possess valid Class 5 Drivers license; must be willing to travel locally to banks and airport on a regular basis as required, some provincial travel may be required;
- Have knowledge of guidelines and reporting requirements of the ISETS Program an asset;
- Ability to speak a First Nation language is an asset;

Interested candidates are invited to submit in confidence, a cover letter with resume along with two work related references by 4:00pm on Friday, March 5, 2021 to: Dorothy Smith dorothy.smith@mkonorth.com

Salary is dependent upon qualifications and experience. A comprehensive benefits package is provided. A complete job description is available upon request. We thank all applicants in advance for their interest in employment with MKO, however, only those selected for an interview will be contacted.