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AANISCHAAUKAMIKW
CREE CULTURAL INSITITUTE

EMPLOYMENT OPPORTUNITY

Aanischaaukamikw is the cultural centre for the nine Cree communities of Eeyou Istchee in Northern Quebec. This facility is located in Ouje-Bougoumou, QC, a community of 700 persons. Aanischaaukamikw is a multi-purpose cultural entity, bringing together regional cultural programming for the Cree Nation for all to share on-site and throughout the communities. Aanischaaukamikw is presently seeking a:

ADMINISTRATIVE ASSISTANT / BOOKKEEPER

CONTRACT: ONE YEAR

The Administrative Assistant/Bookkeeper is a full-time, contractual position that reports directly to the Director of Finance and Administration in collaboration with Management.

The Administrative Assistant/Bookkeeper will be responsible to ensure that all financial records related to the accounting and bookkeeping for the operations of Aanischaaukamikw Cree Cultural Institute are maintained in a proper manner in order to facilitate the annual audit of the organization.

QUALIFICATIONS AND EXPERIENCE

- A minimum of three (3) years in an administrative support position, including financial responsibilities, ideally in a non-for-profit environment
- Excellent oral and written communication skills, Cree will be an asset
- Must demonstrate professionalism, judgment and discretion in dealing with confidential or sensitive matters
- Strong organization skills, must demonstrate attention to detail instructions
- Must have the ability to prioritize and deal efficiently with competing demands to meet required deadlines
- Training in financial accounting and record-keeping and an equivalent work

- experience in a related administrative position
- Excellent computer skills required for financial management software and must be willing to follow training to upgrade skills
 - Commitment to and capacity for working in a participatory, team-based environment

PRINCIPAL RESPONSIBILITIES

- Responsible for all daily accounting and bookkeeping records for Aanischaaukamikw Cree Cultural Institute
- Responsible for the Accounts Receivable
- Responsible for the Accounts Payable
- Responsible for the bi-weekly payroll of the employees of ACCI
- Responsible for other administrative duties as identified by the supervisor
- Assist in the preparation of the annual budget of ACCI
- Other duties related to the portfolio as may be assigned from time to time

SALARY AND WORKING CONDITIONS

- Full-time, ONE YEAR CONTRACT, 35 hours/week
- Temporary with possibility for extension of contract beyond one year
- Salary commensurate with education, experience and qualifications

Please send your application and curriculum vitae via regular mail, fax or email by *Friday, June 9, 2017 at 5:00pm* to the following address:

**Chantal Mianscum, Director of Finance and Administration
Aanischaaukamikw Cree Cultural Institute
205 Opemiska Meskino
P.O./C.P. 1168
Ouje-Bougoumou, Québec
GOW 3C0
Tel: 418-745-2444
Fax: 418-745-2324
Email: chantal.mianscum@creeculture.ca**

We thank everyone that applies, but only the chosen candidates for an interview will be contacted.