



# Native Council of PEI

## Job Posting – Bookkeeper/Administrative Assistant

<b>Job Title:</b>	Bookkeeper/Administrative Assistant (Entry Level)	<b>Position Type:</b>	Full Time
<b>Location:</b>	Charlottetown	<b>Travel Required:</b>	Frequently
<b>Wage:</b>	\$20	<b>Hours Per Week:</b>	37.5
<b>HR Contact:</b>	<a href="mailto:humanresources@ncpei.com">humanresources@ncpei.com</a> 902-892-5314	<b>Date Posted:</b>	August 30, 2023
<b>Website:</b>	<a href="http://ncpei.com/employment/">http://ncpei.com/employment/</a>	<b>End Date:</b>	Competition will remain open until position is filled.

### Applications Accepted By:

#### FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources

Subject Line- Bookkeeper/Administrative Assistant Fax Number-(902)368-7464 Email- [humanresources@ncpei.com](mailto:humanresources@ncpei.com)

### Job Description

#### POSITION SUMMARY:

The Nanegkam Housing Corporation is looking for a Bookkeeper/Administrative Assistant that would work out of McAulay court office. The Bookkeeper/Administrative Assistant must maintain and friendly and professional manner. The main duties include answering phones, transferring messages, day-to-day financial management, processing/receiving payments, and greeting community members and guests.

#### ROLE AND RESPONSIBILITIES

- Responding to, preparing, and following up on information requests.
- Field telephone calls, take messages and respond to inquiries.
- Maintain a courteous and professional manner when greeting business associates, clients, and members.
- Ability to organize work and carry out the duties of the position with independence.
- Handle the administrative functions of the finance office including reviewing all incoming invoices, expense claims and preauthorized debits for accuracy.
- Code and post all pre-authorized payments and bank charges monthly.
- Monitor all utilities accounts, download, code, and post in a timely manner.
- Prepare bank deposits and perform typical office errands.
- Daily filing and records management.
- Work with the Nanegkam Housing Manager and Finance Director to assist in the annual audit process.
- With the approval of the Housing Manager, prepare and issue payments to employees, executives, and contractors.
- Process accounts payable and receivable transactions for multiple departments.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successful completion of a minimum 2-year diploma program in a relevant field or demonstrated experience.
- Experience with Sage 50 (or similar software).
- Strong knowledge of Excel and other Microsoft Office Apps.
- Candidate must possess a valid driver's license and have daily access to a reliable vehicle.
- Criminal record check is required.