



Posted: April 4, 2017
Level III

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted for the following Permanent Full-Time position:

GAMING REVENUE FUND (GRF) ADMINISTRATOR

DUTIES:

- Familiarizing potential applicants with the GRF application process and provide assistance/support
- Reports client information to the GRF Committee for review
- Provide support to Council and Committee on the funding decisions
- Prepare communications to the community on a regular basis
- Process and monitor grant payments
- Prepare accounts payable, deposits and monthly reconciliations
- Maintain proper financial documents for files and annual audit

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education:

- University degree in a business related field or
- College diploma in a business related field

RATED REQUIREMENTS:

Knowledge & Skills:

- Extensive knowledge of software applications such as word processing, spreadsheets and database management
- Possess an understanding of accounting processes and procedures
- Excellent oral and written communications skills
- Excellent time management skills
- High level of computer skills

Abilities:

- Ability to work independently and in a team setting
- Ability to prioritize, multi-task and meet deadlines

Personal Suitability:

- Excellent interpersonal skills
- Must have a high respect for confidentiality
- Exhibit a high degree of initiative and self-direction

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is full time permanent position beginning immediately. Annual salary range for this position is \$38,626 to \$42,918 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Tuesday April 18, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.