

Mi'kmaq Nation
Position Description

POSITION TITLE: Administrative Assistant

CLASSIFICATION: Part-time Permanent, up to 29 hours per week

IMMEDIATE SUPERVISOR: Natural Resources Director

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, administrators, directors and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Mi'kmaq Nation needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The primary focus of this position is to provide supportive services to the Natural Resources Department Director and program staff. Duties encompass a range of responsibilities including filing and processing of routine paperwork along with processing accounting and financial transactions that require reconciling discrepancies. Responsibilities include preparing reports, assisting with grant preparation, planning and communicating effectively with outside agencies and partners.

EDUCATION (OR EQUIVALENT EXPERIENCE):

Knowledge in the area of budgeting, purchasing, or the equivalent. A minimum of an Associate's degree. A high school diploma or GED with three years working in an office environment as an administrative assistant working with financial records.

LICENSES OR CERTIFICATIONS: Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED:

- The Administrative Assistant must be a self-starter requiring minimal supervision.
- Basic budgeting skills along with basic knowledge of creating spreadsheets for a budget.
- Knowledge of budgetary procedures, financial accounting, and fund organization.
- Understand and maintain financial accounting files or other record systems; recognize and correct computational errors; compare accurately.
- Ability to analyze data and draw logical conclusions;
- Ability to analyze financial transactions.
- Must have the ability to engage positively with outside funders and partnering agencies.
- Computer literacy in word processing, Excel, financial software, and other software applications.
- Knowledge of modern office practices, policies and procedures,
- operate standard office equipment that may include computers, calculators, and photocopiers.
- Strong organizational skills.
- Must have strong writing ability.

FUNCTIONS/TASK:

- Assist in office management and organization procedures
- ~~Maintain financial files expense reports and records, so they remain updated and easily accessible~~

- Utilize office appliances such as photocopiers, scanners, printers, etc., and computers for word processing, spreadsheet creation, etc.
- Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
- Search files, databases, or reference materials to obtain needed information
- Confer with coworkers to coordinate work activities.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Detect or assess problems, monitor and review information from materials, events, or the environment.
- Analyze information and evaluate results to choose the best solution and solve problems
- Assists in maintaining financial records and preparing various financial reports for the Department Director to produce expense reports, projections and assist with preparing and maintaining budgets.
- Assists in preparing a variety of forms, correspondence, and inter-department memos for management and departmental support
- Attends all ABM mandatory meetings and other meetings as assigned by the supervisor.
- Other duties assigned by the Tribal Administrator.

WORKING CONDITIONS: Regular office environment. May be required to travel throughout Aroostook County, State of Maine, and out-of-state for required meetings and trainings.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on attainment of 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are contingent on: funding availability; meeting all requirements herein; needs of the Tribe; the employee's being in good standing (including lack of disciplinary actions); and employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

This document does not create an employment contract, implied or otherwise. We remain an "at will" employer.

Only individuals who have proof of full COVID-19 vaccination will be considered for hire.

If you are interested in applying for this position you **must** submit a completed job application; A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: NOVEMBER 28, 2022

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.