



## MI'KMAQ NATION JOB ANNOUNCEMENT

**POSITION TITLE:** Administrative Assistant

**CLASSIFICATION:** Full-Time Permanent

**IMMEDIATE SUPERVISOR:** Environmental Health Director

**SALARY RANGE:** \$18.00 - \$20.00/hr

**SUMMARY OF POSITION:** The primary focus of this position is to provide supportive services to the Environmental Health Director and program staff. Duties encompass a range of responsibilities, including filing and processing 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.

**Only individuals with proof of complete COVID-19 vaccination will be considered for hire.**

The closing date for this position is March 5th Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to [www.micmac-nsn.gov](http://www.micmac-nsn.gov) to find the job description and job application, or call Beth Diamond at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

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

Beth Diamond  
Attn: Human Resource Assistant  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.*