



# NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL

320 Saint Marys St  
Fredericton, NB  
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## EMPLOYMENT OPPORTUNITY

**Job Title:** Finance Administrative Assistant  
**Location:** New Brunswick Aboriginal People's Council, Fredericton Office  
**Reports to:** Executive Director, Finance Officer  
**Job Type:** Full-Time  
**Contact:** [info@nbapc.org](mailto:info@nbapc.org)  
**Deadline:** Wednesday, January 17th, 2024

Established in 1972, the New Brunswick Aboriginal Peoples Council (NBAPC) empowers self-governance for off-reserve and non-status Indigenous people living on their unceded territory within the province of New Brunswick. We are a non-profit engaged in political advocacy, offering programs and services to foster community and help our members, giving them a voice and representation where they would otherwise have none.

We are seeking a highly motivated Finance Administrative Assistant to join our dedicated finance team. This is a fantastic opportunity for an individual looking to develop their career in finance while contributing to our organization's success.

### Job Summary:

As a Finance Administrative Assistant at NBAPC, you will play a crucial role in supporting our finance department by performing various administrative tasks and ensuring the smooth and efficient operation of financial processes. You will work closely with finance professionals and contribute to maintaining accurate financial records, managing financial documentation, and providing essential support to financial activities.

### Key Responsibilities:

- Assist with the preparation, maintenance, and organization of financial records, invoices, and documents.
- Process and monitor financial transactions, including accounts payable and receivable.
- Assist in data entry, financial data analysis, and reporting. Work with external accountant on various matters.
- Manage office supplies and equipment related to finance department needs.
- Schedule and coordinate meetings, appointments, and travel arrangements for finance team members.
- Respond to financial inquiries from internal and external stakeholders in a professional and courteous manner.
- Support in the preparation of financial reports, presentations, and spreadsheets.
- Assist with ad-hoc financial tasks and projects as required.

## Qualifications:

- High school diploma or equivalent (Associate's degree in finance or related field preferred).
- Prior administrative or clerical experience, especially in a finance or accounting setting, will be considered an asset.
- Proficiency in Microsoft Office Suite (Excel, Word, and PowerPoint).
- Strong organizational and multitasking skills.
- Attention to detail and the ability to maintain accuracy in financial records.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Knowledge of financial software and systems is a bonus.
- Basic understanding of finance and accounting principles is desirable.
- Bilingualism in French and English will be considered an asset.

## How to Apply:

If you are interested in the position of Finance Administrative Assistant at NBAPC, please submit your resume and a cover letter via email to [info@nbapc.org](mailto:info@nbapc.org) with “Finance Admin Assistant” in the subject line.

Your cover letter should outline your qualifications as well as why you are the ideal candidate for this role, why you would like to work for NBAPC, and also mention attention to detail.

Please note that while priority will be given to qualified Indigenous applicants, you do not need to have Indigenous ancestry to be considered. We are interested first and foremost in the most qualified candidate who is eager to serve the needs of this community.

Canadian citizenship or permanent residents status is required.

This is a salaried position offering up to \$42,000 per year, depending on experience.

**Application deadline: Wednesday, January 17, 2024.**

We thank all applicants for their interest, but only those selected for an interview will be contacted.

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“Self-government begins –but does not end– with control over our land.”

