

JOB POST

Term (2 years) - ADMIN./FINANCE ASSISTANT

The Pasqua First Nation, Red Eagle Lodge, Personal Care Home is seeking a dedicated Admin./Finance Assistant. Under the supervision of the **Executive Director**, the **Admin./Finance Assistant** provides essential administrative and financial support to Red Eagle Lodge (REL). This role works closely with **Red Eagle Lodge board of directors and staff, Pasqua First Nation (PFN) Finance staff**, and REL relatives (residents), requiring flexibility due to varying needs and priorities.

Daily duties may differ depending on board, staff and relative needs, with **monthly financial tasks completed on a routine basis**. The Admin./Finance Assistant supports administration and finance functions including **data entry, accounts payable and receivable, record keeping, scheduling, and communications**, ensuring accurate, timely, and confidential service delivery.

Key Duties and Responsibilities

- Assist with Accounts Payable (AP) and Accounts Receivable (AR) processing and filing
- Perform data entry and maintain accurate financial and administrative records
- Reconcile petty cash and assist with monthly financial processes
- Maintain filing systems, databases, and confidential records
- Prepare correspondence, reports, and meeting materials for board and staff as required
- Respond to inquiries and provide administrative and logistical support to board and staff
- Support scheduling, coordination, and general office functions
- Assist relatives as required with personal and/or community-related responsibilities
- Encourage relatives' participation in social activities and community engagement when appropriate
- Interact respectfully and professionally with relatives and family members when required
- Maintain strict confidentiality regarding all matters related to board, staff, relatives, and their families
- Support workplace safety by identifying and reporting hazards or concerns
- Perform other related administrative duties as assigned

Qualifications & Experience

- ✓ Office Administration or Accounting Certificate
- ✓ Proficiency in Microsoft Office, including Excel and Publisher, and Accpac
- ✓ Strong attention to detail with a high level of accuracy and confidentiality
- ✓ Excellent customer service skills
- ✓ Strong verbal and written communication skills
- ✓ Excellent interpersonal skills with the ability to identify and respond to board, staff and relative needs

Qualifications & Experience (Continued)

- ✓ Flexibility in work patterns and scheduling
- ✓ Ability to work independently with minimal supervision
- ✓ Ability to work effectively as part of a team
- ✓ Demonstrated honesty, trustworthiness, and professionalism
- ✓ Strong problem-solving and organizational skills
- ✓ Ability to adapt to changing priorities and work environments
- ✓ Previous experience as an administrative or finance assistant
- ✓ Valid Drivers' License and Driver's abstract
- ✓ Acceptable CPIC & Vulnerable Sector's check

Preference in Hiring:

The Pasqua First Nation relies on Section 48 of the Saskatchewan Human Rights code to give preference to employment for this position or to give preference in the provision of these services.

Citizens of Pasqua First Nation are encouraged to apply.

APPLICATION DEADLINE: Until filled

Submit your resume and three references to:

ATTN: Executive Director

Red Eagle Lodge Personal Care Home
PO Box 80
Pasqua, SK S0G 5M0
Fax: (639) 559-0779
Email: redaglelodge@pasquafn.ca