



JOB OPPORTUNITY

Health Center Finance Clerk/Administrative Support

St. Mary's First Nation in conjunction with the St. Mary's Veteran Memorial Health Center is currently seeking an individual to fill the position of Health Center Finance Clerk/Administrative Support.

POSITION SCOPE:

Under the direction and supervision of the Health Director, the Health Center Finance Clerk/Administrative Support will be responsible for maintaining accurate records regarding the expenses & budgets for the Health Center, ensuring weekly check requisitions are submitted, collected and accounted for. This position will also be responsible for administrative tasks to assist Director of Health. This position requires an individual who can multi-task and has excellent communication skills both verbal & written.

Qualifications

- 1) Grade 12 coupled with an Administrative Training or equivalent experience in Administrative Support
- 2) Extensive understanding of Financial concepts, budgeting, recording and reporting functions
- 3) Computer skills (i.e. Word, Excel, Internet & Email) (Excel spreadsheets a must)
- 4) Data Entry
- 5) Confidentiality
- 6) Time Management Skills & Excellent Organizational Skills
- 7) Must have experience working in a First Nation or First Nation organization

Interested applicants should submit their resumes to:

Lisa Wilson

Director of Human Resources

150 Cliffe Street

Fredericton, N.B.

E3A 0A1

E-mail: lisawilson@smfn.ca or Fax (506) 472-6220

Deadline for applications is Thursday June 16th, 2016 at 4:30 pm (no exceptions)