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| <p>Nimkee Nupigawagan<br/>Healing Centre</p> <p><b>JOB OPPORTUNITY</b></p> |  |
| <p>Job Description:<br/>Finance and Technical Officer</p>                  | <p>Category:<br/>Administration</p>                                                |

## Summary:

The Financial and Technical Officer organizes and is committed to Nimkee Nupigawagan operational efficiency and effectiveness. The position is a critical one as the Finance & Tech works closely with and supports the Executive Director. The Individual must be creative and enjoy working within a small, tightly knit indigenous community that is vision driven, results and community oriented. The Individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative and organizational skills with the ability to maintain a realistic balance among multiple priorities. The Finance and Technical Officer must be able to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Primarily the role of the Financial and Technical Officer is financial management, purchasing, accounts payable/receivable, technical help desk functions (computer and network), security and some executive administration tasks.

## Qualifications:

- Post secondary diploma, preferably in business or office Administration.
- Practical experience with accounting and/or purchasing software /security software.
- Strong analytical skills.
- Sound research and networking skills.
- Great written, verbal, and interpersonal skills.
- Proven experience working as an executive assistant, personal assistant, or similar role.
- Excellent communication and interpersonal skills.
- Advanced level knowledge of MS Office suite.
- Outstanding organizational and time management skills.
- Familiarity with office equipment and applications.
- A dynamic approach to problem-solving combined with good decision-making abilities.
- Ability to multitask and meet deadlines.

## Deadline:

Please submit all applications and copies of credentials no later than Friday, November 11, 2022 at 12 pm to:

[ed@nimkee.org](mailto:ed@nimkee.org)