

PART TIME EMPLOYMENT OPPORTUNITY

KEY FIRST NATION – TRUST COORDINATOR

Under the direct supervision of Chief and Council, the Trust Coordinator facilitates the development and implementation of all related policies and maintains the long term goals and objectives of the Key First Nation Trust Agreement.

General duties:

- All aspects required to administer the Pelly Hay Lands Trust accordingly to the Trust Agreement.
- All aspects required to report to the Chief and Council as well as the membership on the activities of the Trust monies.
- All aspects required to have the books in proper pre audit order for the annual audit.
- Other duties as assigned.

Qualifications:

- Bachelor Degree in business, management, or relevant field combined with strong financial expertise (or an equivalent combination of education and/or experience may be considered).
- Be able to work under pressure to meet deadlines and possess excellent time management skills.
- Strong written and oral communication skills to deal effectively with external agencies, fellow employees, Band Membership, the general public, and Leadership.
- Valid driver's license and reliable vehicle.
- Strong organizational skills.
- Have the skills to operate a computer with MS Office Applications, working knowledge of spreadsheets and statistical analysis as well as knowledge of ACCPAC
- Must have strong ability to understand the accounting processes and the ability to read financial statements.

Deadline for application: February 8, 2012 @ 4:30 pm

Please submit resume either by email or fax with a cover letter and 3 references to:

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