

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Common Services

Travel Administration Clerk

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Common Services is currently looking for a motivated and knowledgeable candidate to fill the role of **Travel Administration Clerk**

Position Overview

The Travel Administration Clerk, reporting to the Finance Manager, is responsible for providing financial, administrative, and clerical services as related to travel related transactions. This includes processing and monitoring payments and travel related expenditures. Where possible, the travel administration clerk will also provide assistance to the accounts payable group. The incumbent will provide these services in an effective and efficient manner ensuring The CMM's finances are accurate and up to date, staff are paid in a timely and appropriate manner, and ensuring 3rd party vendors and suppliers are paid within established time limit.

Overview of Responsibilities:

- Organize travel for CMM staff (book air, hotel, car rental, etc).
- Review and process all travel claims for payment.
- Reconcile travel advances with travel claims.
- Receive and verify invoices and requisitions for goods and services
- Prepare, verify, and process invoices and coding payment documents
- Manage the daily & weekly cheque runs
- Maintain listing of accounts receivable & payable
- Maintain updated revenue source files & file numbers
- Maintain and prepares invoices, statements & files
- Additional duties and tasks as required and directed by the Finance Manager or their designate

Position Requirements:

- Two (2) years of recent and successful employment experience within an office administration environment with exposure to financial processes and procedures.
- Community College – Business/ Accounting Diploma
- Knowledge of office administration and basic bookkeeping procedures
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem solving skills
- Effective verbal and listening, communications, organizational, and computer skills including the ability to operate computerized accounting (ACCPAC & Simply), spreadsheets (Excel) and Word processing program (Microsoft Office).

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$37,000 - \$47,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Open until filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.***