Extended posting as of September 2nd 2026

JOB POSTING

Title:	**Administrative and Financial Operations Assistant**
Supervisor:	FNAESC CFO
MEESR category:	4211 – Administrative Technician
Salary scale:	50 560$ à 67 486$
Employment category:	Administrative Support
Employment location:	Remote (work from home)
Full-time term position:	Till March 2028, with possibility of extension
Hours worked:	35 hours per week, Monday to Friday, 8:00 a.m. to 4:00 p.m.
Benefits:	Sick days, vacation days, and a two-week Christmas break

Role Summary

The Administrative and Financial Assistant provides administrative, financial, and operational support for the Housing Internship Program. He or she helps coordinate program activities, monitor agreements and financial contributions from employers, manage documentation, and oversee budget tracking and reporting.

The person in this position collaborates with the program team and internal and external partners to ensure the effective implementation of activities, compliance with administrative and financial processes, and the continuous improvement of practices. They also provide support for the logistics of activities, report preparation, and monitoring of the program's financial resources.

In performing their duties, the Administrative and Financial Operations Assistant complies with the policies, regulations, and confidentiality requirements of the First Nations Adult Education School Council, and acts with diligence, integrity, and honesty, in accordance with the School Council's guidelines.

Main responsibilities

- Provide administrative support for the planning, coordination, and monitoring of the Housing Internship Program's activities.
- Manage the program's documentation, including tracking internship agreements, financial agreements, and administrative files.
- Monitor the program's administrative and financial aspects, including employer contributions, budget tracking, financial commitments, and reporting.
- Verify and process invoices, reimbursement requests, and other supporting documents, and perform bank and credit card reconciliations.
- Coordinate the logistics of program activities, including cohorts, travel, meetings, and support tools.

- Collaborate with the program team, the finance department, and internal and external partners to support the program's implementation and continuous improvement.
- Produce tracking tables, compile data, and contribute to the preparation of administrative and financial reports.
- Perform all other related tasks.

Basic requirements

- ✓ Education in administration, accounting, finance, or a related field (DEP, AEC, or DEC)
- ✓ 3 to 5 years of relevant experience in administrative or financial support
- ✓ Proficiency with Microsoft Office and other technological tools (collaborative platforms)
- ✓ Knowledge and understanding of the realities of First Nations communities
- ✓ Must have effective communication skills in English and French (spoken and written)
- ✓ Collaborate effectively in a team-oriented environment

Assets

- ✓ Experience working with adults
- ✓ Professional work ethics
- ✓ Organizational skills
- ✓ Attention to detail
- ✓ Ability to multitask, set priorities and work under pressure at times
- ✓ Discretion and respect for confidentiality
- ✓ Ability to communicate in an Indigenous language
- ✓ Knowledge of the First Nations housing sector

Only candidates with the required experience will be contacted for an interview. Given equal experience, priority will be given to members of First Nations communities. All interested candidates are asked to submit their resume and a cover letter to: sking@conseilscolaire-schoolcouncil.org Applications will be accepted until the position is filled.