

DREAMCATCHER CHARITABLE FOUNDATION

POSITION DESCRIPTION

POSITION TITLE: FINANCIAL CLERK

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Executive Director and/or Office Manager of the Dreamcatcher Charitable Foundation.

PURPOSE AND SCOPE OF THE POSITION:

To provide administrative support in assessing, developing, implementing and reviewing the goals and objectives of the Dreamcatcher Charitable Foundation.

RESPONSIBILITIES:

- Matching invoices/receipts with applications
- Cheque requisitions
- Printing and distribution of cheques on a weekly basis
- Cheque letters
- Cheque mail outs
- Placing financial sheets/reporting sheets in applications
- Filing of approved applications
- Charitable Receipts and letters
- Assisting with answering the phone
- Assisting with application process
- Partaking with all Dreamcatcher Charitable Foundation events

- Performs other job related duties as may reasonably be required by the Executive Director of The Dreamcatcher Charitable Foundation

WORKING CONDITIONS:

Working has a high profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out of office sessions.

WORKING RELATIONSHIPS:

With the Executive Director of Dreamcatcher Charitable Foundation and/or Office Manager

Receives direction, guidance, encouragement; discusses plans and priorities.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With the Public

Represents and promotes the Dreamcatcher Charitable Foundation interests of all First Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Qualifications:

- College Level Diploma and O.S.S.G.D.
- Workable level of computer skills in Microsoft Office Word and Excel
- Strong organizational skills
- Strong interpersonal, verbal and written communication skills
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Good knowledge of the most First Nations Communities.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to lost credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Dreamcatcher Charitable Foundation, Board of Directors and the public.

Can we post this to the GREAT Job Board. Our deadline for resumes will be January 26th at noon.

*Thanks,
Yvonne Jamieson
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