



# Whitefish River First Nation

*is seeking a dynamic and experienced*

## TRUST SECRETARIAT

Salary: \$62,113 - \$75,748 (plus group pension and health benefits)

*\*Subject to education and experience or a combination of both*

As the Trust Secretariat, you will be entrusted with a wide range of tasks. These include performing administrative, financial, and project processing, development, and implementation functions in the administration of the Niigaan Naabidaa Revenue and Per Capita Distribution (PCD) accounts. Your work will be guided by the allowable expenditures as noted in the Niigaan Naabidaa Trust Agreement, making your role integral to the financial management of the First Nation.

As a key member of our team, the Trust Secretariat, reporting to the Chief and Council and the WRFN membership, will oversee the approved Niigaan Naabidaa Trust Agreement Revenue Account annual program budgets as allowable under the Trust Agreement. This role is pivotal in ensuring that all operations are conducted respectfully and responsibly, with a deep respect for First Nation culture and a strong commitment to community involvement. Your decisions and actions will meet the relevant legislations and WRFN Policies and Procedures, providing oversight on ensuring monthly financial statements are accurate and up to date for review and approval by the Chief and Council, then present to community sectors as per the established reporting cycle.

### Key Responsibilities:

- Knowledge and understanding of the Whitefish River First Nation Boundary Claim Settlement Agreement and the Niigaan Naabidaa Trust Agreement.
- Ensure all terms and conditions of the Niigaan Naabidaa Trust Agreement are followed and met.
- Being deeply familiar with the WRFN community, its members, the processes and protocols, policies and procedures, and all other relevant practices is essential. This understanding will be instrumental in your role as the Trust Secretariat.
- Administered accounting, bookkeeping, and budgetary and project development/ management.
- Plan and organization of First Nation's Trust meetings and prepare meeting materials as required.
- Ability to organize and coordinate community events and meetings relating to Trust activities throughout the year.
- Book facilities for meetings and arrange meals and snacks (if applicable).
- Attend trust meetings, which may require travel from time to time.
- Follow-up on activities and action items from the Trust meetings.
- Manage day-to-day operations of the Niigaan Naabidaa Trust Agreement, including financial-related matters (i.e., budgets, calculations, operating expenses, etc.).

### Qualifications:

- Completed a relevant undergraduate diploma/degree with strong academic credentials in Business or Office Administration.
- Aboriginal Studies and /or Commerce would be considered an asset.
- Strong proficiency with Microsoft Word and Excel is required.
- High level of understanding of financial information.
- Strong verbal and written communication skills.
- Must be self-directed, work independently, and be able to work as part of a team.
- Excellent research, analytical, problem-solving, and conflict-resolution skills.
- Flexibility to deal with a constantly changing workload.
- Strong attention to detail is required.
- Excellent time management and organizational skills.
- Ability to handle stressful situations in the most professional manner.
- Ability to multi-task and prioritize duties.
- Proven analytical skills and systematic problem-solving.

\*For a detailed job description, please email [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

**Applications must be submitted by July 5<sup>th</sup>, 2024, at 12:00 p.m.**

Interested applicants must submit a current resume, cover letter, three (3) work-related references (with contact information) and applicable education diplomas/certifications to:

### CONFIDENTIAL: TRUST SECRETARIAT

Whitefish River First Nation  
c/o Human Resources

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca) Fax: (705)285-4532

***Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.***