

JOB TITLE: FINANCIAL AND LOGISTICS OFFICER

APPLICATION DEADLINE: JULY 1ST 2017

JOB START DATE: AUGUST 1ST, 2017

JOB OBJECTIVE

Mik^w Chiyâm is an interdisciplinary enrichment program that aims to increase student retention and attachment to school by reinforcing personal identity through artistic expression. Our aspiration for the program is to inspire First Nations youth by creating contexts for students to collaborate with professional Canadian Indigenous and non-Indigenous artists. Artists are integrated into school and community based programming through intensive multi-week creative residencies throughout the academic year. You will work directly and collaboratively with the full Mik^w Chiyâm team. We are an administration team of under 10 employees and were founded in 2015. We like to think of ourselves as a team of educators, dreamers and artists. Our head office is located in St. Henri, Montreal.

We are seeking a new member for our team in the role of Financial and Logistics Officer. This is a one year contract with potential for renewal. The Financial and Logistics Officer works directly with the Program Director to receive, distribute and keep track of program funding, provide recommendations and approve financial commitments before they are made, and help to promote financial stability and sustainability of the program. This position requires the management of multiple accounts spanning a variety of provinces. As this is a new role, the Financial and Logistics Officer will be developing and implementing new organizational and financial systems and processes. The Financial and Logistics Officer will also be in charge of overseeing and supporting the Residency Logistics & Festival Coordinator.

The perks of this role are receiving professional development and training where needed, having a semi-flexible work schedule, and working with a dynamic team of professionals, educators and artists. The challenges of this role come with the demanding learning curve for integrating the program into multiple schools, receiving funding from multiple funding bodies, and managing multiple accounts at the same time. The current team is made up of four employees, which is projected to grow to 7 next year. The Financial and Logistics Officer will work directly under our Program Director. The team in general describes themselves as think-outside-of-the-box-ers, passionate and dedicated.

DUTIES AND RESPONSIBILITIES

Financial Officer

- Allocating invoices accordingly under proper line items (varies depending on budget layout of funding agency)
- Tracking and maintaining project budgets
- Managing payroll and employer contribution remittance
- Creating financial reports (Appendices, income statements, trial balances, variance reports, etc.)
- Monthly bank reconciliation
- Monthly credit card reconciliation
- Monitoring bank account daily
- Keeping all transactions in Quickbooks up to date

- Preparing for audit at year end (following up on unpaid receivables, overdue payables, organizing digital and physical transaction records, etc.)
- Keeping track of funder requirements, report deadlines and parameters
- Creating budgets for new project proposals
- Processing reimbursements and collecting and organizing receipts from staff following work travel

Logistics Officer

- Overseeing and supporting the Residency Logistics & Festival Coordinator
- Drafting, collecting and filing artist, contract worker and team contracts and paperwork
- Approving quotes and payments for logistics bookings
- Monitoring materials and travel budgets to ensure no overspending occurs

QUALIFICATIONS AND REQUIREMENTS

- Excellent communication, interpersonal and leadership skills
- Four (4) or more years of relevant experience
- Strong organizational, planning and follow-up skills
- Able to develop and implement organizational and financial systems
- Self-starter; results-oriented, assertive and energetic
- Adaptable, flexible and willing to take on tasks to support other team members when needed
- Willing to travel to communities if needed
- Semi-flexible work hours (you manage your own schedule - usually Monday-Friday but may have to work some weekend hours in extraneous circumstances, with notice)
- Fluency and proficient in spoken and written English
- Experience with and proficiency in Microsoft Office (Word, Excel) and Google Drive (Docs, Sheets), and Quickbooks Accounting Software
- Understanding of accounting processes, bookkeeping and reporting
- Willingness to learn or take part in professional development opportunities to extend job relevant skill set
- Criminal background check

Other Qualifications that are an Asset but not Required:

- Understanding of Northern context, travel and organizational systems etc.
- Worked as or with professional artists in an administrative context
- College or University degree in relevant field
- Ability to communicate in two of the three official languages of the Board (Cree, English, and French)
- Certificates or extra training in related field(s)
- Valid driver's license

SALARY AND BENEFITS

This position will be 40 hours per week and will start August 1st, 2017. Salary range will be determined based on qualifications and experience. If your application is shortlisted, salary and benefit entitlements will be discussed during the interview.

CONTACT

Please send applications to:

info@mikwchiyam.com

Attn: David Hodges, Executive Director