



Nakiiwin Azheyaaksin
Employment Opportunity
**Executive Assistant to
Director of Finance**

Wiikwemkoong Unceded Territory (WUT) Coordinated Financial Services Unit (CFSU) is seeking a highly organized, proactive and dedicated professional to fill the position of Executive Assistant to the Director of Finance. This role provides support to the Director of Finance and plays a pivotal role in ensuring smooth operation of the CFSU that promote transparency and accountability to the people of Wiikwemkoong.

RESPONSIBILITIES

- Assist the Director in gathering information, conducting preliminary research, and preparing materials that contribute to strategic financial advice and guidance.
- Assist in drafting, formatting, and organizing various financial reports, statements, and briefing notes, ensuring accuracy and timely submission.
- Help organize and track the progress of WUT's strategic financial plan, ensuring all components are on schedule and well-documented.
- Support the Director in the compilation and preparation of annual budget documents, presentations, and related correspondence to the Chief Executive Officer, Chief and Council, senior leadership and other related committees.
- Maintain organized records for financial legislation, policies, and procedures. Coordinate document requests for financial information and internal and external audits, acting as a key point of contact.
- Support the Director by gathering and organizing financial data, helping to prepare initial summaries or presentations for financial analysis.
- Coordinate communications, schedule meetings, and manage correspondence with external entities such as banking, insurance, and investment resources.
- Efficiently manage the Director's calendar, arrange travel, and assist with administrative tasks for the broader Finance team as needed.
- Assist with special assignments when required.
- Maintain and present a positive and professional image of the executive office at all times.

REQUIREMENTS

- Post Secondary diploma or degree in Business Administration, Office Administration or related field.
- Minimum of 3-5 years of experience as an Executive Assistant or Senior Administrative Assistant, preferably within a finance department or similar fast-paced professional environment.
- Exceptional organizational, time management, and multitasking abilities.
- Excellent communication and interpersonal skills.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable with other financial management software.
- Demonstrated ability to work independently, prioritize tasks, and meet tight deadlines.
- Strong attention to detail and accuracy.
- High level of integrity, discretion, and commitment to confidentiality.
- A proactive and resourceful approach to problem-solving.
- An understanding of Anishinaabemowin and sensitivity to cultural practices.

Salary: Grade 7, Step 1 \$77,000.00

Location: On-Site

Posting: January 13, 2026

Closing Date: Open Until Filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references.

Confidential: Executive Assistant to Director of Finance
Box 112 19A Complex Drive Wiikwemkoong Unceded Indian Reserve Wiikwemkoong ON P0P
2J0 erc@wiikwemkoong.ca

Please submit copies as there is no return of submissions. Incomplete applications will not be accepted. Only those selected will be contacted.