



BLOOD TRIBE ECONOMIC DEVELOPMENT

P.O. BOX 350
STANDOFF, ALBERTA
T0L 1Y0
Phone: (403)737-8124
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Employment Opportunity

POSITION TITLE: Financial Advisor/Researcher - 2
DEPARTMENT: Economic Development
TERMS: 5 days a Week / 8:30 AM – 4:30 PM – 7.5 hrs. / day
RATE OF PAY: \$ 12.00/ hr.
START DATE: June 1, 2009 - Tentative
END DATE: August 21, 2009 – Tentative (12 weeks)

GENERAL DESCRIPTION:

The Financial Advisor/Researcher works directly with the Small Business owners, entrepreneurs and grant recipients. The successful candidate will be responsible for working with clients from the small business program to aid in organizing the financial aspects of each business. This includes the coordination, and implementation of a systematic accounting system, and preparation of financial statements for each business. The position also requires the successful candidate to provide research, consulting services, advice and support on the various facets of small business such as Business Planning, Management, Marketing, Operations, and Finance. The candidate will also assist with the Youth Entrepreneurial Camp, Kainai Chamber of Commerce and updating the Small Business database and Community Profile.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Director and Business Development Officer

AREA OF SUPERVISION:

- No supervision of employees.
- Supervision of Youth Entrepreneurs during camp (15 – 17 years old)

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities in accordance with the Blood Tribe Administration Policies and Procedures Manual.
- Create a work schedule that will accommodate grant recipients.
- Meet with each individual business to assess business needs and requirements.
- Meet with each individual business to organize financial information.
- Establish a bookkeeping system for each business. (Manual or computerized)
- Prepare 6-month financial statements for each business.
- Provide advice to each business for improvement of business efficiency, (Business Planning, Management, Marketing, Operations, Finance)
- Report concerns or issues affecting the business to the Business Development Officer and or Director
- Prepare 1-year financial statements for each business.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be innovative and insightful in problem solving and in establishing systematic financial recording.
- Must possess excellent research, management, organizational, and analytical skills.
- Must have financial, budgeting, planning, and computer skills.
- Must have good written and verbal skills.
- Must have excellent public relations and interpersonal skills.
- Must be enthusiastic, motivated, dependable and able to work unsupervised.
- Must have an understanding of current social/economic issues on/off reserve.
- Must have an understanding of Native culture and issues.
- An ability to communicate in Blackfoot would be an asset.

NECESSARY TRAINING AND EXPERIENCE:

- Must possess a post secondary education with preference given to a Business Administration or Management program and a minimum of two years related work experience.