Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166
www.syilx.org

EMPLOYMENT OPPORTUNITY

Contracts Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is currently seeking to employ a Contracts Coordinator. The Contracts Coordinator is responsible for performing the day-to-day coordination of all ONA and Okanagan Nation Aquatics Enterprises (OAE) contracts.

This position must work collegially with the management and staff at the ONA, with funders and sub-contractors. The position will be responsible for reviewing, tracking and coordinating budgets and contracts for ONA and OAE projects.

Key Responsibilities:

Contract Coordination

Perform the day-to-day contract coordination functions that include:

1. Review proposal budgets for accuracy before being sent to funders.
2. Review all contracts for accuracy and deficiencies before preparing for Executive Director's signature and submitting to funders for ratification.
3. Set up new project numbers in NetSuite and Zone, if necessary.
4. Set up contracts in NetSuite and save an electronic copy in contract file folder on N:drive.
5. Ensure relevant information is given to accounts receivable for billing purposes.
6. Ensure systems are in place to manage and maintain contracts, sub-contracts, budgets, and reporting schedules.
7. Provide updated budgets to project leads as required.
8. Report discrepancies and variances to the relevant account manager.
9. Monitor reporting requirements of all contracts, notify project leads when reports are due.
10. Obtain certificates of insurance and any other supporting documents required for projects.

Other Duties:

1. Review projects at year-end with account manager for accuracy and year-end adjustments as necessary.
2. Assist with the preparation and completion of the annual audits.

3. Attend ONA and department staff meetings as required.
4. Other duties as discussed and agreed upon.

Qualifications and Competencies
The position will require the following qualifications, values and competencies.

Qualifications
A minimum of five years' experience in a contract and/or project management role. Accounting experience and contract/project management are preferred.

Knowledge, Skills and Abilities

1. Must be familiar with the use of QuickBooks, NetSuite, or other accounting software, Adobe Pro, and Excel.
2. Knowledge of First Nations and government agencies.
3. Experience working with Federal and other types of funding agreements is an asset.
4. Experience in all areas of contracts/project management.
5. Strong filing and organizational skills with the ability to pay close attention to detail.
6. Must be able to work independently and in a team environment.
7. Ability to work under pressure, prioritize and meet deadlines.
8. Strong verbal, written and presentation skills.
9. Good judgment, tact, strong interpersonal skills, and ability to take initiative.

Competencies
1. Teamwork
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Integrity
5. Initiative

Values – Respect, Honesty, Sharing, Trust and Unity

Hours of work: 40 hours per week, West Bank office based no work from home available.

Wage rate: $25.95 to $ 35.11

Participation in the group medical and pension programs after satisfying certain conditions.

This opportunity will be posted until filled.

Application Procedures: Please send a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email: dleroux@syilx.org Fax : (250) 707- 0166

COMPETITION OPEN UNTIL FILLED

Thank you for your interest. No Phone Calls Please only those short-listed will be contacted