



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Approved Request Contingency (ARC) Payments Administrator

McLeod Lake Indian Band (MLIB) is seeking a motivated individual to be part of the Health Department Team. The Approved Request Contingency (ARC) Payments Administrator will issue payments for approved requests submitted by their Service Coordinators to alleviate the administrative burden and delays. The ARC Administrator is responsible for coordinating payments to parents/guardians and service providers on behalf of Indigenous Services Canada; liaising with clients and ensuring accuracy in funding processes, data collection and reporting.

Key Responsibilities

- Maintain an accurate documentation of Jordan's Principle requests and payments
- Prepare and submit reports in consultation with supervisors and finance department
- Provide financial support services to coordinators and clients
- Follows payment system processes and procedures
- Assists in maintaining budgets, reviews and processes invoices and payments, enters data into Excel or budget management tools
- Provide administrative support to the Jordan's Principle Service Coordinator and Service Coordination delivery, and support community building activities as needed.
- Work effectively with Indigenous Services Canada, the Coordination Hub, co-workers, service providers and partners and Indigenous families to coordinate services and supports in the delivery of Jordan's Principle

Education and Experience

- Knowledge of Generally Accepted Accounting Principles and the ability to apply them,
- Respect for and working knowledge of the Indigenous people, culture and language.
- Maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality.

The position will be located at the offices of McLeod Lake and will require in-person work. Transportation can be provided from Prince George or Mackenzie.

We thank all applicants for their interest in MLIB, however, only those applicants selected for further consideration will be contacted.

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mli.ca

Posted: July 30, 2024