Sayisi Dene First Nation – Trust Administrator Position

Duties:
The Trust Administrator will be responsible for the following:

- Attend all meetings of Trustees (minimum two (2) in-person meetings per fiscal year).
- Maintain accurate records of all Trust Property transactions, including the Churchill Survivors Distribution Account and recipient Members.
- Provide monthly account statements to the Trustees and Council.
- Distribute quarterly investment reports (provided by the Investment Manager) to Council and Trustees.
- Maintain up-to-date contact information for all Trustees.
- Facilitate orientation/training for new Trustees and Council (post-election) in collaboration with the Trust Community Coordinator and Financial Advisor.
- Promptly notify Council and Trustees of any Trust Agreement breaches.
- Secure bonding/insurance for the Trust as directed by Council (at the Trust's expense).
- Maintain records of all Trustee Resolutions.
- Act as the designated recipient for Trustee notices.
- Notify Council when a Trustee vacancy occurs (per the Trust Agreement) and assist in replacement procedures.
- Provide Council and Trustees with access to meeting minutes, ledgers, registers, and transaction records upon request.
- Process Authorized Expenses.
- Ensure the Financial Advisor receives necessary reports/information to fulfill their role.

Qualifications:

- Chartered Professional Accountant (CPA) designation **or**
- Accounting designation from the Aboriginal Financial Officers Association of Canada (AFOA) **or**
- Employment with a professional services firm (primary focus: accounting) staffed by CPAs or AFOA-designated professionals **or**
- Employment with a bookkeeping/administrative entity staffed by CPAs or AFOA-designated professionals.

To Apply:
Please submit your resume and expression of interest to:
Carrie Lamb
Email: clamb@sdfntrust.ca