



Position: Executive Assistant

Reports to: Director of Operations

Salary: Commensurate with experience

Status: Full-time

Location: Keshena, WI/Hybrid Remote

Posting Closes – January 2nd, 2023

Description:

The Executive Assistant position will provide support in the day-to-day operations of the organization which may include bookkeeping, reporting, scheduling, correspondence, and maintenance of the NiiCap loan client accounts. In addition, the Administrative Assistant will support grant writing and undertake an active role in establishing NiiCap as a major force on the economic development of its service territory.

Essential Duties:

- Coordinate and implement office services such as payroll, purchasing, records control, document filing and retrieval, projects and budget accounting operations
- Maintain loan accounting and recordkeeping system including invoicing, loan payment tracking, performance documentation, client accounts and reports
- Collect and prepare financial and /or performance operations reports and statements
- Files, locates, and compiles information. Formats reports, graphs, tables and records and other information.
- Acts as recording secretary for Board, Credit Committee and other meetings
- Uses various software applications, such as accounting QuickBooks, relational dates bases, statistical and client tracking packages (PROTFOL), spreadsheets and graphics packages
- Assist with special events and projects planning implementation
- Other duties as assigned

Minimum Qualifications:

Associates Degree in Accounting, Office Management or closely related field.

Minimum of 5 years' experience in an office environment.



Proficiency with Word, Excel, Publisher, Outlook, Internet Research, MIP (or related accounting software) with ability to learn new programs

Other Skills, Knowledge and Abilities:

- Establish and maintain efficient filing system
- Preparation of error free documents and reports
- Self-motivated, goal driven, results oriented
- Good communication skills, very organized, punctual, detail driven
- Maintain confidentiality in office operations
- Exercise independent judgment in the resolution of administrative challenges

* Native American preference in hiring.

NiiJii Capital Partners, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. NiiJii Capital Partners Inc. provides affordable loans and financial education to Native communities located in the mid-western region of Wisconsin

If interested in applying, please send an email by January 2, 2023 to kfrechette@niicap.org with the following information:

- ***Interest Letter***
- ***Resume***
- ***Any relevant documentation that supports meeting the minimum qualifications***
- ***If claiming Native American preference – copy of Tribal Identification card or CIB.***

NiiJii Capital Partners, Inc., is an equal opportunity employer and abides by all state and federal laws.