



Job Posting

Administrative Support – Summer Student

*** Temporary Position - June to August 2026 ***

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **May 29th, 2026, at 4:00PM.**

How to Apply: Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

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| Job Title | Administrative Support - Summer Student |
| Reports To | Chief Financial Officer |
| Division | Finance |

Job Purpose

Under the direction of the Chief Financial Officer and day to day guidance of Finance team members, the Finance Administrative Support provides administrative and clerical support to the Finance team. This role assists with day-to-day financial operations, data entry, filing, and basic accounting tasks while gaining practical experience in a professional office environment.

This position offers an opportunity to gain hands-on experience in financial operations.

Duties and Responsibilities

1. Financial Administration Support

- Assist with data entry for accounts payable and receivable
- Support invoice processing and tracking
- Prepare and organize financial documents for review
- Assist with expense claim verification and coding

2. Records Management

- Maintain accurate and up-to-date financial filing systems (electronic and paper)
- Scan, label, and archive financial documents in accordance with organizational policies
- Ensure confidentiality and security of financial records

3. Reconciliation and Data Accuracy

- Assist with basic reconciliations (e.g., credit card statements, petty cash)
- Verify data accuracy and report discrepancies to the Finance team
- Support audits by gathering required documentation

4. General Administrative Support

- Provide administrative support such as scheduling, document preparation, and correspondence
- Assist with procurement documentation and tracking
- Support special projects as assigned by the Finance team.

5. Other related duties as assigned.

Qualifications/Skills

Education

- High School Diploma

Knowledge, Skills and Experience

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- Proficiency in Microsoft Excel, Word, and Outlook
- Strong attention to detail and organizational skills
- Ability to handle confidential information with discretion
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to obtain and maintain a clear criminal record check with vulnerable sector search, child and adult abuse registry check.

DESIRED:

- Previous administrative or office experience is an asset
- Currently enrolled in post secondary education or recently completed post-secondary education.

Working Conditions

- Adhere to all SERDC policies and procedures.
- Standard office hours in an office environment
- Work involves handling confidential information and requires a high level of discretion
- Interaction with internal staff to gather information, test tools, and support financial processes

Physical Requirements

- Overall, Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds at times, and or up to 10 pounds some of the time.
- Repetitive desk tasks in an at times fast paced/busy environment.
- Computer Equipment and Software: Computer, fax/copier machine, calculator, telephone, and scanner.
- Manual dexterity required to use desktop computer and peripherals.

Learning Objectives

- Gain hands-on experience in financial administration within a non-profit setting
- Develop skills in financial systems, record management, and organizational processes
- Build professional workplace communication and time management skills