

OFFICE COORDINATOR

Nipissing First Nation (North Bay Ontario Region)

Nbsiing Power is seeking a detail-oriented and organized Office & Bookkeeping Coordinator to support our day-to-day administrative and financial operations.

This is an excellent opportunity to join a growing, Indigenous-owned organization where your contributions will directly support efficient operations and strong financial practices. In this role, you will play a key part in maintaining organized office systems, supporting bookkeeping functions, and ensuring the smooth coordination of administrative activities.

The position is well-suited for someone who enjoys working with numbers, takes pride in keeping things structured and accurate, and thrives in a collaborative, team-oriented environment. You will be a trusted support to the Office Manager and broader team, helping to ensure that both administrative and financial processes run effectively.

At Nbsiing Power, we value not only professional experience but also lived knowledge and connection to community. We strongly encourage applications from individuals who bring an understanding of Indigenous communities, cultural awareness, and a commitment to respectful, relationship-based approaches in their work.

Position Details

Type: Full-Time, Permanent

Location: Nipissing First Nation (North Bay Ontario Region)

Travel: Occasional travel required

Position Overview

Reporting to the Office Manager, the Office & Bookkeeping Coordinator provides administrative and bookkeeping support to ensure the efficient operation of Nbsiing Power.

This role focuses on accounts payable and receivable support, maintaining accurate records, coordinating office activities, and supporting internal processes.

Key Responsibilities

- Support accounts payable and accounts receivable processes, including invoicing and purchase orders
- Enter and maintain accurate financial data using systems such as QuickBooks and Salesforce
- Assist in tracking invoices, payments, and financial records
- Maintain organized filing systems and documentation (digital and physical)
- Support scheduling, meeting coordination, and office logistics
- Assist with travel arrangements, accommodations, and event coordination
- Support procurement and ordering of office supplies
- Provide administrative support across the team as needed
- Assist with onboarding coordination and general HR-related administrative tasks
- Support customer service inquiries and provide coverage when required

Qualifications

Education & Experience

- Post-secondary education in business administration, accounting, or a related field (preferred)
- Experience in administration, bookkeeping, or office support
- Experience with QuickBooks or similar accounting software is considered an asset

Knowledge & Skills

- Strong organizational and time management skills
- High level of accuracy and attention to detail
- Strong communication and interpersonal skills
- Ability to manage multiple tasks and deadlines
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with CRM systems (e.g., Salesforce) is considered an asset
- Ability to work independently and collaboratively

Working Conditions

- Hybrid work environment (home and office-based)
- Regular in-office presence required to support operational needs
- Minimum of four (4) days per week (approximately 28 hours) in-office
- Occasional travel may be required
- Occasional after-hours work may be required

Total Rewards & What We Offer

- Competitive salary
- Health and benefits package
- Flexible hybrid work environment
- Training and development opportunities
- Supportive, team-oriented workplace
- Opportunity to grow within a developing organization
- Meaningful work supporting Indigenous economic development

How to Apply

Interested applicants are invited to submit their resume and cover letter to:

resumes@nbisiingpower.ca

Please include "Office Coordinator" in the subject line.

Deadline for applications is 4:00pm Tuesday May 19, 2026

As part of our commitment to supporting Indigenous employment and community capacity, preference will be given to qualified applicants who are members of Nipissing First Nation. Where no qualified member is available, preference may be given to other Indigenous applicants. We thank all applicants for their interest; however, only those selected for an interview will be contacted.