

## Permanent Full Trust Administrator

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Bigstone Cree Nation is seeking a highly motivated individual to fill the position of a Trust Administrator in the community of Wabasca, Alberta. The individual must be well organized with the ability to work independently, have the ability to multi-task, possess strong work ethic and have an experienced level of knowledge of Trust Law, Trust Administration and Operations.

### DUTIES/RESPONSIBILITIES:

- Assist members in preparing new proposals or presentations based upon their needs;
- Serve as the administrative contact for Membership, third party, vendors and providers;
- Liaise with other trust service providers on trust matters as required, including legal counsel, investment managers, investment consultation, auditors, etc.;
- Identify opportunities to increase probability, create capacity and reduce expenses;
- Assist in the development of policies and procedures for trust operations or program guidelines;
- Monitor bank activity reports such as transaction history, cash balances, overdrafts and transactions;
- Prepare cheques requisitions and deposits for Membership accounts;
- Reconcile bank statements with software monthly;
- Participate in internal projects and initiatives of varying scope and responsibility;
- Other duties as requested.

### QUALIFICATIONS:

- Business Administration Certificate or Diploma in Advanced Accounting and Finance and/or equivalent education and experience will be considered;
- Strong interpersonal skills;
- Be respectful, honest, and trustworthy; demonstrate sound work ethics;
- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Maintain high degree of confidentiality;
- Valid Alberta Driver's license, and reliable transportation;
- Must be bondable – a criminal record check is required.

**Submit cover letter, resume, C.W.I.S and criminal record check to:**

Lorna Auger, Executive Director  
Bigstone Cree Nation  
Box 960 Wabasca, AB, T0G 2K0  
Email: [lorna.auger@bigstone.ca](mailto:lorna.auger@bigstone.ca)  
Email: [humanresources@bigstone.ca](mailto:humanresources@bigstone.ca)  
Tele: 780-891-3836  
Fax: 780-891-3888

Closing Date for this Employment Opportunity will be: **January 31,2024**

**Posted on January 17,2024**