



Waabnoong Bemjiwang Association of First Nations Job Posting

POSITION:	Finance Administrator
ACCOUNTABILITY:	Executive Director
CLASSIFICATION:	Permanent Full-time

POSITION

Reporting to the Executive Director, the Finance Administrator is responsible for efficiently managing day-to-day operations of the finance department by producing and maintaining financial information and completing accounting tasks relating to the organization's accounts and records. The Finance Administrator is responsible for the accounting system for the organization; ensuring finance policies and procedures, regulations, Generally Accepted Accounting Principles and financial and legal agreements are followed in day-to-day functions; preparing cash flows, budget forecasts, reconciliations, financial reporting to funding sources, and financial analysis reports for the Executive Director and the Board of Directors; and coordinating and managing the financial auditing process. In addition, the Finance Administrator will prepare and submit funding proposals for the organization and provide administrative support to the Executive Director.

KEY JOB FUNCTIONS

Financial Controls and Planning: Ensure the organization consistently provides comprehensive, competent, relevant and appropriate financial services.

Develop and Monitor Financial Statements and Annual Audit: Develop and monitor financial statements and ensure timely completion of annual audit.

Financial Reporting: Ensure reports are submitted as required and policies and procedures are defined, implemented and monitored.

Benefits Administration: Ensure reports are submitted in a timely and consistent manner.

Review, Authorize, Monitor and Set Up Financial Systems: Review, authorize, monitor and set up bank accounts, VISA, accounts payable, payroll, bank reconciliations, general ledger and purchase expenditure authorizations.

Maintain Financial Hardware System and Software: Assist in the preparation and monitoring of the organization's service plan and operating budget.

Administration and Reporting: Complete administrative duties and adhere to the organization's policies, procedures and relevant practices.

Executive Support Duties: Provide administrative/secretarial/clerk support to the Executive Director.

Proposal Writing: Seek out grant opportunities, prepare and submit proposals for funding.

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Experience

- Five (5) years' experience in an organization managing finances
- Experience conducting financial analysis, risk management and bookkeeping
- Experience writing proposals, policies, procedures and reports

Knowledge Requirements

- Respect and sensitivity towards, as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of financial regulations required in a public sector organization
- Knowledge of internal controls
- Knowledge with reporting structure as a Transfer Payment Agency with provincial governments

Special Skills

- Strong leadership, management, and financial management skills
- Excellent interpersonal, research, conflict resolution, problem solving, organizational, time management, and oral and written communication skills
- Excellent computer skills with MS Office software and Sage software
- Ability to attend to detail and develop financial analysis reports
- Ability to manage multiple priorities, take initiative, work independently, and work within a team environment
- Ability to adapt to and manage change, meet deadlines, work flexible hours, and ability to work with confidential information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

Work Site Location

The position will be based out of the Waabnoong Bemjiwang Association of First Nations office in Henvey Inlet First Nation.

Application Deadline is: Open until filled (reposted on June 6, 2019)

Salary: Salary commensurate with experience and qualifications.

Please submit applications to:

Gallagher Benefit Services (Canada) Group Inc.
Attention: Human Resources
62 Froad Road, Suite 302
Sudbury, ON P3C 4Z3

Or by email to: recruiting@dibrina.com

For more information, or a complete [job description](#) please contact Tasha Glogger, Human Resources Assistant at 705-688-9393, ext. 2083.

Thank you to all who apply, however, only those selected for an interview will be contacted.