



EMPLOYMENT OPPORTUNITY

Finance Administrator

(Permanent, Full-Time)

The mission of the Finance Department is to ensure accurate and timely attention to all financial matters, information, and activities of the Southern First Nations Secretariat.

In order to accomplish this mission, we are currently seeking a qualified individual for the position of:

Job Title: Finance Administrator

Supervisor: Executive Director

Job Description:

The Finance Administrator will be responsible for administering all financial activities related to the Southern First Nations Secretariat, including managing the day-to-day accounting affairs, developing/revising accounting policies and procedures, and providing overall financial guidance.

Key Result Areas:

- Develop and implement annual work plans and priorities to ensure goals and objectives of the department are met;
- Conduct annual performance reviews with staff, monitor staff performance and remediate performance, if required;
- Maintain SFNS payroll system including overseeing government payroll remittances;
- Manage employee benefits plan on behalf of SFNS;
- Develop, implement, and review financial policies and procedures;
- Process all expenditures and appropriate documentation for all SFNS programs/services;
- Access Grants and Contributions Information Management Systems (GCIMS) to manage SFNS Aboriginal Recipient Funding Agreement;
- Recommend and implement investment strategies;
- Report on all financial activities of the SFNS as required; and
- Provide assistance to other SFNS departments and member First Nations on financial matters, as requested.

Basic Qualifications:

- Accounting designation (CPA, CA, CGA, or CMA) or Certified Aboriginal Financial Manager (CAFM); and
- Minimum of five years recent, progressive work experience in a related field.

Rated Requirements:

- Proficient in utilizing the Microsoft Office suite of products, including Excel;
- Proficient in ACCPAC/ Sage (accounting software);
- Able to multi-task under predetermined deadlines;
- Ability to work independently or in a team environment;
- Strong written and oral communication skills;
- Knowledge of INAC and other government agency funding processes and reporting protocols; and
- Familiarity with issues specific to First Nations and self-governance a definite asset.

Salary: Based on experience and qualifications.

Please submit a cover letter, resume, and three current employment references to:

By Mail or in Person: Jennifer Whiteye, Executive Director
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0

By Email: jenwhiteye@sfns.on.ca

By Fax: (519) 692-5976

Deadline: **Friday, July 24, 2020 at 4:00pm**
Interviews for this position are tentatively scheduled for Friday, July 31, 2020.

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

* A full job description is available upon request.