



Independent First Nations

Independent First Nation Finance Officer

The IFN's are seeking a highly motivated dynamic individual to fulfill the responsibilities of a Finance Officer on behalf of the IFN Communities. Round 1 of employment opportunity is open to members of the Independent First Nations (IFN).

Term

The IFN Finance Officer will be hired for a contract position with possibility to extend employment beyond April 2020. The IFN Finance Officer will be governed and will adhere to the IFN Policies.

Description

Under the direction of the IFN Leadership and the oversight of the IFN Executive Administrative Committee, this position will work to collect, record, generate payments and account for all financial transactions in preparation for audit for the IFN Coordination staff as identified by the IFN.

Purpose and Scope of the Position

To act as *Finance Officer* for the IFN with primary responsible for providing financial and administrative functions in order to ensure effective, efficient and accurate financial and administrative operations.

Roles and Responsibilities

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Data entry for invoices and producing vendor cheques
- Knowledgeable in current First Nations taxation
- Manage Electronic File Transfer (EFT) Processing
- Ensure authorized signing of cheques and timely mailing of payments
- Prepare manual cheques as and when required
- Maintain a listing of accounts payable and accounts receivable
- Data entry in Quick Books General Ledger for transfers
- Resolve invoice discrepancies
- Correspond with vendors and respond to inquiries
- E-mail, print and distribute financial reports as requested by Coordination staff and management
- Provide administrative support in order to ensure effective and efficient office operations
- Maintain a filing system for all accounts payable and invoiced receivables and possesses the ability to retrieve documents as requested
- Ensure the confidentiality and security of all financial and employee files
- Prepare all data for pre-audit and for final audit
- Perform other related duties as required
- Establish and maintain cooperative and collaborative working relationships with the IFN Coordination staff and communities in an effort to meet IFN program financial goals and maintain program financial reporting requirements
- Organize, plan and implement new reporting processes, timelines, and letters of agreements/confirmations as assigned;

- Develop/confirm individual program terms and conditions of each Contractual Agreement deliverables and timelines;
- Ensures that all reports, program data and information are provided in a timely manner as required by the Contractual Agreements.
- Liaise with Government as appropriate, required and directed
- From time to time may attend conferences, seminars, courses, and professional and committee meetings to maintain knowledge base and program policies, program developments

Working Conditions:

- Work requires the ability to take direction, prioritize, work independently and cope with many demands and time constraints
- Work may require travel from time to time
- Work requires the requirement to work variable hours

Working Relationships:

- With Staff and Leadership
- The Finance Officer will promote courtesy, cooperation and teamwork with IFN Coordination staff, including portfolio holders and chiefs and their immediate supervisor
- With External Agencies
- Represents and promotes the Independent First Nations and seeks to develop sound professional working relationships on behalf of the IFN.
- With the IFN Communities
- Represents and promotes the Independent First Nations in a courteous manner and provides information and advice as required and directed.

Qualifications

Education and Experience

- Grade twelve (12) or equivalent required with a minimum of 5 years work related experience.
- Or Post-Secondary education with emphasis on financial operations and/or business studies, and a minimum of 2 years work related experience.
- Strong background in the application of Quick Books Financial software.
- Knowledge in Accounts payable and receivables.
- Knowledge in General Accounting Procedures.

Skills & Abilities

- Highly organized
- Proficient in Data and Journal Entries, with strong attention to detail and accuracy;
- Should possess good interpersonal skills to correspond effectively with outside agencies, Managers and other staff;
- Should be a self-starter who works with a minimum of supervision;
- Computer skills with knowledge of word processing software ie Excel, and Microsoft Word
- Familiar with all office equipment;



- Strong organizational skills;
- Willing and able to receive training.
- Program systems, analytical and reporting skills
- Ability to take direction under restraint timelines to carry out IFN activities
- Ability to work with diverse Independent First Nation Communities
- Ability to maintain a professional public image representing the IFN
- Ability to maintain confidentiality

Other

- Valid Ontario Driver's License and insurable.
- CPIC upon request

Location

Via Akwesasne Economic Development Agency

Salary

To be Negotiated.

Applications must include

1. Current covering letter
2. Current resume
3. Three names (not letters) or references with telephone numbers (one must be current or most recent employer)
4. Copies of driver's license and education documents

All applications received prior to the deadline will be screened for an interview. Only those applicants who will be granted an interview will be contacted. Thank you to each applicant for your interest.

Closing Date:

April 26, 2019 @ 5:00 pm

Contact / application information:

Independent First Nations
Att : Diane Maracle
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Ohsweken, Ontario
NOA 1M0
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