



Employment Opportunity

Junior Finance Officer

Permanent Full-Time Position

Nipissing First Nation is seeking a highly motivated individual to fill the position of Junior Finance Officer. Reporting to the Chief Financial Officer, the Junior Finance Officer is responsible for providing financial and accounting services for all programs and services offered by the Nipissing First Nation in accordance with Financial Administration Law, applicable legislation, regulations, directives, policies, procedures, and principles.

QUALIFICATIONS

- Must be a registered First Nation member or non-member spouse of a Nipissing Nation member.
- Must be a graduate from a post-secondary program in Accounting or Business Administration along with three (3) years of office environment experience;
- Office Accounting experience would be considered an asset;
- Must be proficient with Microsoft Office applications (Word, Excel) and working knowledge of computerized accounting programs, such as AccPac for Windows.
- Must have experience processing and reconciling financial records, and processing expense reimbursements;
- Must have experience drafting and formatting correspondence and preparing standard financial reports;
- Clear understanding of generally accepted accounting principles;
- Must have a Valid Class G Driver's License and access to a reliable vehicle; and
- Must be bondable.

REQUIRED SKILLS AND ABILITIES

- High level accounting skills.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Excellent problem solving skills, accuracy and attention to detail;
- Excellent verbal and written skills;
- Effective communication and interpersonal skills, ability to work as a team;
- Strong sense of responsibility with minimal supervision (self-starter).
- Ability to work in a fast pace environment and perform well under pressure.
- Flexible, punctual and reliable.

DUTIES INCLUDE

- Under supervision of the Chief Financial Officer.
- Posts journal entries, maintain and reconcile general ledger accounts, and prepare financial statements on behalf of programs / departments.
- Assists in the development of financial policies and procedures
- Assists in the preparation of Nipissing First Nation current and capital budgets.
- Assists in the monitoring and management of financial transactions for the other Nipissing First Nation entities.
- Responsible for monitoring, verifying and posting of all AR and AP batches
- Assists in the administration and monitoring of the approved budgets for the Nipissing First Nation.
- Assists in the accounts payable/receivable transactions, funding agreements, funding grants and assistance payments.
- Assists in the processing and monitoring credit card transaction batches and reconciling automated bank payments;

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- Assist in monitoring the cash flow; ensures compliance with the policy objectives of the Nipissing First Nation and wish governmental regulations; audits expenditures; assist in the preparation regular financial statements, status, variance and other reports and budget forecasts.
- Researches and prepares statistical, financial, policy, and other reports as required by the Chief Financial Officer and the Senior Finance Officer.
- Assists in the verification of bank deposits; the arrangement of bank transfers and the reconciliation of bank statements.
- Assist in managing mortgage, loan and lease agreements; monitors and ensures requisite payments; assists in collections and recommends compliance procedures.
- Assist in First Nation and program audits.
- Assist in the direction of the employees of the Finance Department consistent with the policies and administrative processes of the Nipissing First Nation.
- Attends meetings of Council and appropriate Committees as required by the Chief Financial Officer.
- Other related duties.

The successful candidate will require a current CPIC. Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, March 6th, 2020** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest, however only those who qualify for an interview will be contacted.