



EMPLOYMENT OPPORTUNITY

Finance Assistant

**Full-time, Permanent position
(open to hybrid work from the Akwesasne or Ottawa office)
Deadline for applications: August 12, 2022 (or until filled)**

ABOUT FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, hybrid work location, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

ABOUT THE POSITION

Reporting to the Finance Manager, the Finance Assistant accurately processes all accounts receivable and accounts payable transactions and provide a variety of administrative support duties within the finance team. This includes recording and posting payments received and making payments to vendors and others promptly and accurately in accordance with internal accounting policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES

A. Financial Management & Reporting

1. Record accurate information detailing deposits to the general ledger on a regular basis.
2. Assign account codes and gather signatures for proper assignment of budgetary expenditures.
3. Provide regular accounts payable and accounts receivable information to the Finance & Payroll

Coordinator for weekly and monthly processing ensuring that the information is accurate and in compliance with all internal financial and accounting procedures.

4. Assist in annual pre-audit and audit preparations by providing the required financial information and documents.
5. Coordinate and liaise with FNIGC staff as required to ensure timely and accurate financial records, receipts, invoices, and contracts have been provided.

B. Accounts Payable/Accounts Receivable

1. Process accounts payable/accounts receivable on a weekly basis, matching with pre-approved quotes and contracts.
2. Assist in the timely preparation of invoices for posting and payment including reviewing vendor invoices, matching invoices to pre-approved quotes and contracts, coding, entering, and obtaining necessary approvals for all check runs.
3. Resolve or escalate any accounts payable/accounts receivable issues promptly. Maintain complete and up-to-date vendor records in both physical and electronic format.
4. Prepare regular reports of delinquent accounts and other reports requested by the Financial Analyst and/or the Finance Manager.
5. Process all expense claims including those from Board members, staff and non-staff and submit them to the Finance Coordinator for approval.
6. Process and code travel expense reports including comparing documentation/receipts to reports, compliance with policies and procedures, verifying required approvals.
7. Process and review the accuracy of all credit card statements and ensure that they are in line with policies and procedures and then code and input into the system.
8. Input all group health benefit payments on a monthly basis.
9. Manually process, reconcile, and enter all OCAP® invoices and accounts receivable

C. Administration

1. Manage all incoming mail and email enquiries by maintaining an accurate log of this correspondence and distributing it to the appropriate FNIGC staff member.
2. Respond to all incoming enquiries to the finance department and direct the person calling to the appropriate FNIGC staff member.
3. Assist with the filing of all financial records and ensure that confidential information is securely stored. Annually, prepare files for archiving and storage by organizing and labeling them appropriately.

JOB REQUIREMENTS

1. Proven ability to demonstrate tact and discretion in preparing, disclosing, and handling information of a sensitive and confidential nature.
2. Strong work ethic and the ability to take initiative and be proactive.
3. Excellent organizational and time management skills to effectively plan and coordinate activities, handle issues simultaneously and meet scheduled timelines.
4. Ability to analyze situations and data and use good judgement to make appropriate decisions without immediate supervision.
5. Strong verbal and written communication skills.

6. Excellent interpersonal skills and ability to develop positive working relationships both internally and externally.
7. Detail-oriented and able to work with a high degree of accuracy.
8. A high level of competency in accounting software such as SAGE, ACCPAC, Simply Accounting as well as the Microsoft Office suite including Word, Excel, Outlook and the internet.
9. Working knowledge of payroll systems and software such as Ceridian or ADP.
10. Good diplomacy and high levels of integrity.
11. Ability to work independently and in a team environment.
12. Strong administrative skills including record-keeping, note-taking, correspondence, proof-reading, document updating, file-management and knowledge of office policies and procedures.
13. Experience working with First Nations and with non-profit organizations would definitely be an asset
14. First Nations lived experience is an asset

Experience, Education & Professional Designation

1. A diploma in accounting or a related discipline would be an asset.
2. A minimum of 2-3 years of progressively related work experience including experience in accounts payable and/or accounts receivable role.
3. Some knowledge of federal or provincial legislation related to non-profit organizations is an asset.
4. Bilingualism is not required, but is an asset

APPLICATION INFORMATION

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by August 12, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.