



EMPLOYMENT OPPORTUNITY

CORPORATE FINANCIAL ANALYST

Internal and External Competition

Full-time, Permanent position
(Ottawa, Akwesasne, or open to remote work within Canada)
Deadline for applications: January 5, 2024 (or until filled)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical 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.

FNIGC is responsible for a wide range of work. In collaboration with our regional partners, FNIGC supports First Nations communities by contributing directly to building data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge translation and dissemination activities, offers education and training, and promotes the advancement of the First Nations principles of OCAP®.

Critically, FNIGC and our regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that rights-holding First Nations can use, via our governance, to assert sovereignty over their data and information.

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

About the Role

Reporting directly to the Finance Manager, the Corporate Financial Analyst (CFA) performs a variety of financial activities related to maintaining financial records, production of financial statements, budget preparation & management and internal client support. The CFA is responsible for ensuring the financial activity requirements of the FNIGC are met and will play a key role in supporting the Finance Manager and supervising the day-to-day duties of the Finance & Payroll Assistant. The role will also provide support for on-going activities to ensure the Finance Manager has the required information to support corporate decision making.

Duties and Responsibilities

A. Financial Management and Reporting

1. Supports compliance with internal financial and accounting policies and procedures.
2. Supports the Finance Manager with the preparation of Program, Departmental and Consolidated Financial Statement Reporting.
3. Supports Managers in reviewing monthly/quarterly results and performing monthly/quarterly variance reporting through engaging with managers.
4. Supports the Finance Manager in the preparation of documentation for the Treasurer, Finance and Audit Committees as appropriate.
5. Supports the Finance Manager in the preparation of other reports as needed.

B. Budget, Forecast and Audit Preparation

1. Utilizes the established guidelines for budget and forecast preparation to support the preparation of the annual budgets and quarterly forecasts, in consultation with the Finance Manager.
2. Supports the overall budget preparation cycle with key activities such as budget scheduling, reports and analysis.
3. Supports the year-end audit; prepare working papers and financial statements.

C. Program Management

1. Maintains financial records for each program in a manner that facilitates management reports, such as: actuals to budget/forecast variance reports, funder reports, deferred revenue reports, as well as tracks and monitors results.
2. Supports the creation of validated and timely program financial statements that are prepared in accordance with contract agreements with funders.
3. Maintains reporting templates for financial management of individual programs.
4. Ensures all project expenditures are approved and that there are funds available in the budget.
5. Assists with the review/preparation of program related consultant/vendor contracts.
6. Assists with the allocation of program staff payroll and benefits.

D. Risk Management

1. Assesses and monitors risk to ensure that program and organizational risks are minimized.
2. Assists organization's leadership on appropriate insurance coverage.
3. Assists with banking services as required.

E. Financial Administration

1. Supports the Finance Manager with maintenance of the general ledger, accounts payable, accounts receivable and chart of accounts.
2. Creates new accounts and input budgets and forecasts to SAGE 300.
3. Prepares monthly bank reconciliations.
4. Performs quarterly and annual reconciliations of subledger to general ledger.
5. Performs regular reviews of the AP & AR outstanding items.
6. Assists in the development of reporting templates and maintenance of financial forms.
7. Supports the implementation of technology and tools within the financial function.
8. Assists the Finance Manager in the review of leases, contracts and other financial commitments, as required.
9. Assists with the development of finance policies and procedures.
10. Supports the corporate record keeping of agreements and contracts.
11. Liaises with all staff members with regards to day-to-day general accounting questions.

F. Payroll

1. Backup to Payroll Function in the absence of Finance Manager or the Payroll & Finance Assistant.

Job Requirements

1. Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential and sensitive nature.
2. Possess a strong work ethic and the skills to take initiative.
3. Excellent organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
4. Ability to analyze situations and make appropriate decisions without immediate supervision.
5. Superior verbal and written communication skills.
6. Excellent interpersonal skills.
7. A high degree of accuracy and attention to detail.
8. Good judgment and analytical skills.
9. A high level of competency in accounting software such as SAGE, ACCPAC, Simply Accounting Software, as well as the Microsoft Office suite including Word, Excel, Outlook and Internet.
10. Knowledge of payroll software such as Ceridian or ADP.
11. Ability to effectively plan and coordinate activities and responsibilities.
12. Superior diplomacy and high levels of integrity.
13. Ability to work independently as well as in team environment.
14. Full working knowledge of corporate office policies and procedures.
15. Ability to coach team members.

Experience, Education & Professional Designation

1. A minimum of 3 years of progressively related work experience.
2. A Bachelor's degree in Commerce with a concentration in Accounting or related field, or an equivalent combination of education and recent relevant work experience.
3. A Chartered Professional Accountant (CPA), Certified Aboriginal Financial Manager (CAFM) or any other financial designation would be an asset.
4. Knowledge of federal and provincial legislation affecting not-for-profit organizations.
5. Experience working with First Nations and an understanding of First Nations health, social and information management issues will be considered an asset.
6. Previous experience in financial reporting, budgeting, forecasting and financial analysis.
7. Indigenous non-profit experience would be 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 **January 5, 2024** 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.

To learn more about other FNIGC career opportunities please visit www.fnigc.ca