



EMPLOYMENT OPPORTUNITY

Finance Administrator

Department: Finance

Posting Date: Friday, April 26, 2024.

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Fulltime/Permanent

Vacancies: 1

Reports To: Chief Financial Officer

Starting Salary: \$45,791.20

What you'll do in the role

- Verifies accounts through written confirmation and service/product originator; ensures that purchase/sale procedures are in accordance with the Nipissing First Nation's Financial and Procedures Policy and by laws.
- Processes and records accounts payable transactions; prepares payments for approval in accordance with the First Nation financial administration policies.
- Verifies and completes Purchase Orders as requested by NFN staff.
- Verifies accounts through written confirmation and service/product originator; ensures that payments are made to NFN for the services and funds receivable and enter them into the system in compliance with Nipissing First Nation's Financial and Procedures Policy and bylaws as well as external funding agreement.
- Processes and records accounts receivable transactions; prepares invoices for approval in accordance with the First Nation financial administration policies.
- Verifies and completes financial reports for designated departments as requested by directors for approval by the Chief Financial Officer.
- Perform all reporting and tracking for all Ontario Teachers' Pension Plan employees.
- Working with OTPP to ensure all program reconciliation reporting is completed and compliant with the program for enrolled employees.
- Working with HR to ensure that all provided information is up-to-date and accurate for the program.
- Answers direct and telephone enquiries and provides factual information to the public.
- Answers questions posed by NFN staff via email and/or telephone.
- Prepares and summarizes lists and reports, as required.
- Prepare and process payments either by cheque or EFT.
- Assists in the maintenance of the filing system.
- Provides clerical, bookkeeping, administrative and other related duties as department management may require.
- Performs such other related duties as may be reasonably be required by the CFO or designate.



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- Researches and prepares statistical, financial, policy, and other reports as required by Management, or department directors.
- Prepares quarterly and year-end reconciliations for accounts payable in accordance with GL account payable control accounts.
- Maintains a manifest of fiscal reports and ensures they are completed and submitted prior to deadlines.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have a Diploma from a post-secondary institute in business administration and/or accounting.
- High level computer and word processing skills; working knowledge of computerized accounting programs, such as AccPac for Windows.
- Excellent public relation skills, including an appreciation of the need for tact, discretion, and a positive, cheerful, and informed approach with the public.
- Experience working in an Office environment; considered an asset.
- Able to adapt and work well in a fast-paced environment.
- Must be bondable.
- Display initiative, strong interpersonal skills, and high-level organization skills.

APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 10, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two



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Closing May 17, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing May 24, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

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