



EMPLOYMENT OPPORTUNITY

Treasury & Accounts Receivable Officer

Department: Finance

Posting Date: December 20, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Finance

Starting Salary: \$ 62,080.20

What you'll do in the role

- Enter, track and reconcile funding from external sources.
- Ensure receipt of revenues owing; pursues accounts in arrears and recommends compliance in accordance with the First Nation financial administration policies.
- Review and signs off deposits as first verifier.
- Verify and provides first approval for AR batches.
- Process and maintain transactions for the Nipissing First Nation Cigarette Quota program.
- Post funding revenue to appropriate GL coding.
- Point of contact for Reverse Tuition for secondary schools.
- Prepare daily cashflow plan for NFN's general bank account for up to 3 months
- Monitor bank account balances and alerts Finance Manager and/or CFO if funds are needed to be transferred – prepares bank transfers.
Prepare cashflow forecast for NFN's funds for up to 2 years.
- Obtain signatures from appropriate signatory for agreements and/or agreement amendments and maintains spreadsheet to track all funding sources
- Prepare monthly, quarter-end and all year-end AR reconciliations for accounts receivable in accordance with GL account receivable control accounts.
Work with Chief Financial Officer and Finance Manager with year-end revenue reconciliation and deferrals of revenue as required
- Back up support to the AR Coordinator
Perform the accounts' receivable function, including the receipt, recording and monitoring of all First Nation revenues, such as grant/funding revenues, service charges, rents, renovation and mortgage loan repayments, special fees, charges and fines in accordance with the Nipissing First Nation's Financial and Procedures Policy and by laws.

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- Back up support to Bookkeeper, when needed.
- Prepare and maintains all bank signatory documentation.
- Prepare and maintains delegation of authority documentation
- Track and records all NFN investments.
- Compile and prepare documentation for allocation of OSR funds.
- Track surplus funds in OSR accounts to recommend investment options.
- Work with Office Administrator, Maintenance and Housing to ensure that NFN's financial commitment to mortgage guarantees is properly maintained, reported and reflected in the financial system.
- Provide back up support for all payroll processing
- Provide back up support for ROE and T4 processing
- Answer enquiries directly and by telephone; providing factual information to the public.
- Prepare and summarize lists and reports, as required.
- Assist in the maintenance of the AR filing system
- Provide clerical, bookkeeping, administrative and other related duties as may be reasonably required by the Finance Manager.
- Provide back up services for the AR Coordinator, the Bookkeeper and the Senior Finance Officer.
- Assist with training AR coordinators, as required.
- Annual Pow Wow Treasurer.
- Perform such other related duties as may reasonably be required by the Finance Manager.
- Research and prepare statistical, financial, policy, and other reports as required by the Finance Manager.

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, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

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What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have at minimum a College Diploma in Business Administration or Accounting.
- Must have 3 years directly related work experience, overall 5 years experience.
- Good knowledge, training and experience in governmental accounting procedures, including associated computer applications; good organizational skills, initiative and ability to perform tasks without close supervision.
- High level computer and word processing skills; advanced knowledge of computerized accounting programs, such as Sage.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Self-motivated, flexible and adaptable approach to work processes, problem resolution and continuous process improvement.
- Deadline driven with the ability to work well under pressure and multi-task.
- Excellent problem-solving skills, accuracy and attention to detail.
- Good background in research; ability to conceptualize.
- Ability to assign tasks and ensure successful completion of same.
- Must be bondable

APPLICATION DEADLINES:

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

Closing January 3, 2025 - 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

Closing January 10, 2025 - 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



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- 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 January 17, 2025 - 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.