

FINANCE ASSISTANT

Type of Position: Full-time, permanent

Closing date: September 8, 2021

About the Position

Reporting to the Finance Manager, the Finance Assistant will directly perform and support the priorities and tasks of the Finance Department, including processing of transactions, accurate data entry, analysis, maintenance of records and preparation of reports per generally accepted accounting principles (GAAP). The Finance Assistant will also support general administrative duties associated with correspondence, documentation, filing and purchasing.

This is a trainee position working under the direction of the Finance Manager and Band Manager. The purpose of this position is to grow internal knowledge, skills and abilities and enhance the overall capacity development of the Nation.

This position is open to Gitsegukla community members.

Duties and Responsibilities

Financial Operations and Analysis

- Support financial operations for all departments including budgeting, accounts payable, accounts receivable, payroll, end-period reporting, purchasing, trust accounts, revenue systems, taxes and asset depreciation.
- Assist with preparation of financial statements and verification processes including data analysis and reporting per established standards.
- Process transactions accurately per established controls and follow up on any potential gaps or variances with the Manager.

Stakeholder Relations

- Foster positive relationships with internal and external stakeholders.
- Model a positive working environment aligned with the culture and values of the Gitsegukla First Nation and all related human resource legislation and regulations.
- Foster an open, equitable and service oriented relationship with everyone.

Administration

- Comply with all expectations associated with privacy and confidentiality of records.
- Support preparation of information, materials and reports for the department including coordination of correspondence through telephone, email, fax and general mail.

- Create and support accurate and complete filing and data management systems including paper and electronic document storage, tracking of purchase orders, assets, requests or claims.

Knowledge, Skills and Abilities

- General knowledge of accounting principles including ability to perform basic to complex mathematical calculations.
- Strong aptitude for accuracy and attention to detail.
- Good organizational skills including an understanding of how to prioritize work per deadlines.
- Effective written communications skills, including the ability to draft documents using software applications such as MS products.
- A positive attitude and ability to work independently.
- Models cultural awareness and sensitivity.

Experience and Education Requirements

- Completion of secondary or post-secondary education in business administration, office administration, finance or other related field is preferred.
- Knowledge of computerized accounting systems is an asset.
- A minimum of 2+ years of related experience, ideally in a First Nations organization, with experience in 2 of the following areas:

Bookkeeping	Accounting	Office Management
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Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o: MNP at applyvia@mnt.ca. Please call 204.789.3088 for technical difficulties with submission of your application.

Applications are assessed as they are received therefore early application is recommended.

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Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.