



# Kinooaadziwin Education Body

## FINANCE OFFICER

### Employment Opportunity

#### **SUMMARY**

The Finance Officer reports to the Finance Manager of the Kinooaadziwin Education Body (KEB) and is responsible for providing financial and administrative services that ensure effective, efficient, and accurate financial operations. The Finance Officer must comply with the Generally Accepted Accounting Principles, the KEB Finance Policy and the KEB Human Resources Policy.

#### **DUTIES AND RESPONSIBILITIES**

##### **Financial Operations**

The Finance Officer performs the day-to-day processing of financial transactions to ensure that the KEB finances are maintained in an effective, timely, and accurate manner. This includes:

- processing invoices, payment requisitions, and purchase orders for goods and services;
- verifying that all KEB transactions comply with financial policies and procedures;
- maintaining the general ledger and ensuring accurate data entry;
- processing payment requisitions and preparing the payments (Electronic Funds Transfer and/or cheques);
- maintaining and processing accounts receivable and payable;
- reviewing and processing travel claims, expense claims and visa reconciliations;
- processing payroll and preparing remittance notices for source deductions, Registered Pension Plan and Health Benefit Plan;
- assisting with the preparation of T4 and T4A at year end;
- assisting with the preparation of monthly and quarterly financial reports;
- preparing the Public Service Body Rebate (PSBR) claims and other rebate claims for Indigenous Peoples;
- assist with the development of the fiscal year budget;
- processing new employee registrations; and
- preparing Records of Employment for departing KEB employees.

##### **Financial Administration**

The Finance Officer will provide administrative support to the Finance Manager and the Director of Education that ensures effective and efficient financial management practices. This includes:

- reviewing financial policies and procedures on an annual basis and providing recommendations for amendments and additions to the Finance Manager;
- developing draft finance processes, including instructional guides and finance forms, for recommendation to the Finance Manager;
- assisting with the annual audit of the KEB's financial statements;
- maintaining an accurate chart of accounts;
- supporting the effective use and ongoing maintenance of the KEB's electronic financial software (Sage 300 Accounting); and
- maintaining accurate and organized electronic financial files, and hard-copy files where appropriate.

##### **Financial Leadership and Communications**

The Finance Officer plays a key role in providing support to employees of the KEB in their financial policy compliance and their understanding of KEB financial procedures. This position also offers critical support to the Finance Manager, regarding financial planning and the development and dissemination of financial communications to appropriate audiences. This includes:

- providing initial support to new employees to ensure their understanding and compliance with common financial processes related to travel and expense claims, purchases, visa reconciliations, etc.;
- maintaining knowledge of financial legislation and accounting practices to advise and make recommendations to the Finance Manager for consideration;
- supporting the development of financial communications for KEB employees, the Participating First Nations, and other stakeholders, as requested by the Finance Manager; and
- assisting with the annual development of financial planning cycles, fiscal priorities and finance-related work plans, including an annual performance work plan.
- supporting the implementation of the KEB's strategic plan, as it relates to financial administration.

#### **OTHER DUTIES**

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks, and participating in professional organizations/societies. As required by the Finance Manager and the Director of Education, the Finance Officer will perform other duties that support the overall financial position of the KEB.

#### **REQUIREMENTS**

The position will require an individual who has successfully demonstrated the following characteristics.

- College Diploma in Business Administration, Finance, Accounting, or a related field.
- Must have at least two (2) years of recent and successful financial employment experience within an office administration environment.
- Must be bondable.
- Experience with budget, accounting, and reporting systems.
- Strong working knowledge of Generally Accepted Accounting Principles and relevant employment legislation/regulations.
- Advanced proficiency with Sage 300 Accounting software, spreadsheet programs and other financial applications.
- Strong working knowledge of Indigenous Financial Management.
- Strong working knowledge of the GST/HST and Indigenous Peoples rebates
- Strong working knowledge of Not-for-Profit organizations.
- Membership with the Aboriginal Financial Officers Association is an asset.
- Knowledge of office administration and basic bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers.
- Effective attention to detail and a high degree of accuracy.
- Knowledge of payroll procedures and group benefit programs.
- Ability to maintain confidentiality concerning financial and employee files.
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem-solving skills.
- Ability to speak Ojibwe is an asset.
- Excellent written and verbal communications skills.
- High level of proficiency with Microsoft Office productivity suite.
- Dependability, flexibility, and adaptability to changing circumstances.
- Valid driver's licence and a satisfactory criminal records check.

#### **HOURS OF WORK**

The hours of employment will be Monday-Friday from 8:30 am to 4:30 pm. The nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings.

**LOCATION** The position is based out of the head office located on Nipissing First Nation. Remote work arrangements are currently in effect, in accordance with provincial and local Covid-19 restrictions.

**SALARY** To commensurate with experience and education.

**CLOSING DATE** Tuesday, April 20, 2021 at 12:00 pm.

Please submit cover letter, resume, and three references to:

Andrea Crawford  
Senior Operations Manager  
Kinoomaadziwin Education Body  
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Preference will be given to members of the Participating First Nations or those of First Nation ancestry.