



Kinooaadziwin Education Body

FISCAL ANALYST

Employment Opportunity *(full-time, permanent)*

SUMMARY

The Fiscal Analyst reports to the Finance Manager of the Kinooaadziwin Education Body (KEB) and is responsible for providing financial and administrative services that contribute to effective, efficient, and accurate financial operations. This position must comply with the KEB Finance Policy, and all other KEB policies.

DUTIES AND RESPONSIBILITIES

- Providing fiscal analysis for Anishinabek Education System (AES) financial agreements and fiscal negotiations with Canada and Ontario.
- Actively participating in meetings with Canada and Ontario to present and negotiate on AES priorities, including participating in internal pre-meetings with negotiations team.
- Participating and presenting in PFN meetings to share information, drafting and presenting briefing notes, hearing priorities, and receiving direction for AES fiscal negotiations.
- Monitoring annual federal and provincial budget announcements to identify potential additional investments that support student well-being and Indigenous education.
- Conducting research, reviewing documents, completing analysis of information and drafting research documents, briefing notes and other documents aimed at securing additional financial resources to meet AES funding priorities.
- Conducting financial analysis, preparing presentations and reports related to the development of an AES funding formula.
- Supporting the distribution of funding by preparing cheque requisitions, and funding payment letters
- Supporting in the drafting and monitoring of KEB budgets.
- Maintaining accurate and organized electronic financial files, and hard-copy files where appropriate.
- Supporting the development of financial communications to KEB employees, the PFNs, the RECs, and other stakeholders, as requested by the Finance Manager.
- Providing alternatives and recommendations to reduce costs, improve financial performance, and address financial needs.
- Collaborating with the Finance Manager, in assembling and summarizing financial data to structure sophisticated reports on financial status and risks and means to address the risks.

OTHER DUTIES

As required by the Finance Manager and the Director of Education, the Fiscal Analyst 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.

- University degree in Business Administration, Finance, Accounting, or a related field.
- Must have at least five (5) years of recent and successful financial employment experience in financial or analysis or related duties.
- Experience with preparing budgets and monitoring budgets to actual expenditures.
- Knowledge of First Nations education funding is an asset.
- Working knowledge of Generally Accepted Accounting Principles and relevant employment legislation/regulations is an asset.
- Experience using Sage300 accounting software is an asset.
- Membership with the Aboriginal Financial Officers Association is an asset.

- Effective attention to detail and a high degree of accuracy.
- Ability to maintain confidentiality concerning financial files.
- Excellent interpersonal, analytical, and time management skills.
- Excellent written and verbal communications skills.
- High level of proficiency with Microsoft Office productivity suite, including Excel.
- Dependability, flexibility, and adaptability to changing circumstances.

HOURS OF WORK

The hours of employment are 35 hours per week, Monday through Friday, between 8:30 am and 4:30 pm with a one-hour break for lunch. Flexible working hours and some overtime may be required on weekends or during the evenings to accommodate meeting schedules and workloads.

OTHER DETAILS

A detailed job description is available upon request. This is a flexible position that will function on a rotating schedule of days at a home office location and days at the KEB head office on Nipissing First Nation. Travel will be required, as scheduled.

SALARY

The starting salary for this position is **\$82,555.00 to \$103,194.00**, with potential adjustments based on your qualifications, experience, and competencies. We offer a competitive benefit package (health, dental, vision), pension plan (Ontario Teachers' Pension Plan or Group Pension Plan) and a supportive work environment dedicated to your professional growth.

CLOSING DATE

We are accepting applications until 4:30 p.m. on **Friday, July 11, 2025**. Interviews are scheduled for the week of **July 15 to 18, 2025**. Please note that only those selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued.

The successful candidate will be required to hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies.

Please submit your resume, cover letter, and three work-related references to:

Colleen Sheriff
Human Resources Officer
Kinoomaadziwin Education Body
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