

## Position Overview

Reporting to the Senior Manager of FMS Support Services, the Financial Specialist, Shared Services is responsible for supporting the FMS Support Services Pilot Project by providing finance services to First Nation clients across Canada.

## Accountabilities

- Processes claims and vouchers for payment, enters invoices, matches invoices with purchase orders, and checks all claims for accuracy;
- Verifies account codes and signatures for proper assignment of budgetary expenditures;
- Acts as first line contact with vendors regarding billing problems;
- Administers & maintains the contingency account/cash advance system including control & reconciliation of the contingency by distributing and receiving money;
- Liaises with managers/employees on expenditures by ensuring that they comply with policies and regulations and ensuring that funds are available;
- Processes payment of invoices within specified time frames;
- Processes payment of accounts by verifying that all contract terms and conditions have been met and determining the right financial coding to avoid financial loss and payment duplication;
- Liaises with suppliers to give and obtain information necessary to ensure the accuracy of accounts/financial transactions and to rectify any irregularities;
- Organizes filing of all appropriate documents; stores, updates and retrieves financial data;
- Prepares monthly submissions for accounting and monthly remittances;
- Prepares general ledger and journal entries and trial balance;
- Manages accounts receivable and payable;
- Opens and closes books for auditors;
- Prepares financial statements and bank reconciliations;
- Invoice's clients and answers inquiries;
- Assesses fixed assets and depreciation;
- Prepares costing and budgeting as requested.

The Financial Specialist, Shared Services performs other related duties as requested.

## Qualifications

- A degree or certificate in Accounting, Business Administration or equivalent;
- Must have a minimum of 3 years' experience in a finance role, preferably within an Indigenous or not for profit environment;
- Demonstrated experience working with information and data management systems;
- Experience with Sage 300 an asset;
- Experience with budget, accounting, and reporting systems;
- Strong working knowledge of Generally Accepted Accounting Principles;
- Experience working with Federal Government organizations and representatives an asset;
- Must have experience working with Microsoft Office Suite;
- Must have an understanding, awareness and appreciation of indigenous culture and history;

- Willing to participate in ongoing education and training for the role including indigenous studies;
- Must be fluent in English (spoken and written). Fluency in French or an Indigenous language is considered an asset;
- Experience working with Indigenous Governments, organizations, and communities an asset.

Equivalent or relevant education and/or experience may be considered.

### **Working Conditions**

- This position can be based in West Vancouver, BC, Winnipeg, MB, Ottawa, ON or Montreal QC. Remote working from another location may be considered;
- May require occasional national travel.

### **What we Offer**

- Salary and annual bonus eligibility;
- Flexible 37.5-hour work week
- Employer paid extended benefits;
- Matching group RRSP contributions;
- Annual vacation allowance and generous paid stat & non-stat days;
- Work-life balance;
- Remote or hybrid work arrangements
- Professional development & career growth opportunities.

FMB is an equal opportunity employer that recognizes and celebrates the diversity of all First Nations and people across Canada. We are an inclusive organization that treats all employees equally. As a First Nations Organization, applicants of Indigenous descent are highly encouraged to apply.

**Apply on our FMB website** <https://fnfmb.com/en/about-fmb/careers>