

## Position Overview

Reporting to the Senior Financial Officer, the Financial Specialist, Shared Services is responsible for supporting selected First Nation clients across Canada through remote accounting and on-going training.

## Accountabilities

- Develop relationships with assigned clients that have an approved Financial Administration Law (FAL) to promote, build trust and secure buy-in to implement their FAL and ultimately prepare for FMS certification;
- In collaboration with the First Nation client conduct the FMS Support Services needs assessment and identify opportunities for remote accounting and training opportunities;
- To complete any other tasks as requested by FMS Support Services management team;
- Support First Nation FAL clients to achieve FMS certification. "Support" in this context means facilitating, empowering, motivating, educating, and may take the form of:

## Remote Accounting Services

- In collaboration with the First Nation client and the FMS Support Services Senior Financial Officer, develop a remote accounting service schedule based on the priorities identified in the FMS Support Services readiness assessment
- Assist First Nation clients with remote accounting support (or in person) as identified in the FMS Support Services readiness assessment. This may take the form of:
  - 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.

- Assisting with any other financial management initiatives as identified by the FMS Support Services Senior Financial Officer

### Training and Capacity Development

- In collaboration with the FMS Support Services Senior Financial Officer develop a training plan based on the information provided in the initial needs assessment;
- Deliver training and capacity development that may take the form of:
  - Journal Entries;
  - Budgeting;
  - Bank Reconciliations;
  - Processing Accounts Payable & Accounts Receivable;
  - Monthly & Quarterly Reporting pursuant to GAAP and PSAB;
  - Any other training as identified by the FMS Support Services management team

### Qualifications

- A Degree in Finance, Accounting, Economics, or another business-related field;
- A CPA designation or progress towards a CPA designation considered an asset;
- Must have a minimum of 5 years' experience in:
  - Providing financial services, preferably within an Indigenous, government, or not for profit environment;
  - Planning, monitoring, and reporting activities (eg. Budgeting, variance reporting, financial statement preparation, etc);
  - Managing aspects of funding agreements (grant/proposal writing; policy writing; facilitation of deliverables; monitoring/reporting);
  - Managing and operating within internal controls relevant to all aspects of a financial management system;
- Demonstrated experience working with information and data management systems;
- Experience with Sage 300 an asset;
- Experience with budget, accounting, and reporting systems;
- Must have experience working with Microsoft Office Suite;
- Strong working knowledge of Generally Accepted Accounting Principles;
- Experience working with Federal Government organizations and representatives an asset;
- 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;

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

### Competencies

#### Communication

- Excellent interpersonal and communications skills with the ability to develop positive relationships with First Nations clients and work collaboratively with a team;

### **Political Savvy**

- Exhibit confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.
- Uses knowledge of the organizational culture in making decisions and perceives the impact and implications of such decisions.
- Demonstrates sensitivity to surroundings and acts accordingly in conversations.

### **Knowledge/Technical**

- Ability to demonstrate proficiency in technical and administrative knowledge to achieve a high level of performance;
- Keeps informed about current and future trends in relevant areas.

### **Adaptability/Flexibility**

- Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation;
- Embraces change and demonstrates a willingness to learn new skills and processes.

### **Discretion and confidentiality**

- Respects the confidentiality of information, spoken and written in confidence and refrains from sharing with others except on a need-to-know basis and with permission from the CEO;
- Demonstrates skills of discretion and judgement when carrying out duties.

### **Detailed and organized**

- Responsive in a fast-paced environment; follows detailed procedures and ensures accuracy in documentation and data; concentrates on routine work details; organizes and maintains a system of records;
- Ability to manage multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

### **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;
- Requires regional and national travel.