



Finance Assistant

Are you an experienced finance assistant looking to build on your strong track record of providing financial support that is accurate and efficient with an opportunity to make a real difference in the lives of Indigenous people within a strengths-based environment?

If so, let's talk!

Organization Description

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in Mental Wellness. Our mandate is set by 3 frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support the mandate, Thunderbird has two office locations, one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario. This position is an onsite position located at one of our offices.

Your opportunity

- The Finance Assistant will carry out finance activities including account payables, account receivables, payroll, filing, customer service, reconciliations, and general support for the department.
- The Finance Assistant ensures confidentiality and the accurate and orderly maintenance and security of financial records.
- You will work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others.
- You will apply all your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team.
- You will enjoy the satisfaction that comes from knowing that your work is much more than just a job.

As the Thunderbird Partnership Foundation Finance Assistant, you will

- process all accounts payables on a weekly basis ensuring accurate data entry and record management.
- complete payroll reports and remittances on a biweekly basis and act as backup for payroll processing.
- monitor credit card usage through monthly statement retrieval, reconciliation tasks, and coding to support expenditure reports/budgets.
- order, prepare, distribute, and update credit card limits as requested and approved.
- assist with audit preparation by compiling and checking all required documentation and uploading files to an online sharing platform.
- update and prepare file folders in cloud storage annually and as required.
- support tax reimbursements by preparing HST files for April to September and October to March.
- organize and combine payments and credit card purchases.
- create batch payments making them ready for release in the absence of the Finance Manager.
- prepare and ensure deposits are organized and filed ensuring cheque, incoming mail and any supporting documentation is included in the deposit file in preparation for deposits.
- use knowledge of expenditure codes and accounting codes to ensure documents are accurately coded.



- reconcile and resolve balancing issues of accounts.
- prepare and update various banking and financial forms to support the foundation.
- track payments as required.
- be aware of finance policies and apply as required.
- maintain a high degree of discretion and confidentiality.
- work under tight timelines or changes in priorities and manage multiple deadlines.
- bring issues to the attention of the Finance Manager in a timely manner and respond to routine inquiries and requests.
- develop and implement a personal and professional development plan targeted at core competencies to ensure continued growth and development of responsibility.

You bring

- a Bachelor's degree or college degree in Accounting, Business, Office Administration or Finance and three (3) years' of related experience.
- prior experience within a First Nations or Indigenous organization.
- strong computer skills including demonstrated expertise using Microsoft Office (especially Excel, Word, and Outlook).
- knowledge and proficiency in the use of Sage Pro and Crystal Report (required).
- a sound understanding of accounting principles and guidelines.
- knowledge of mathematical calculations and bookkeeping procedures.
- excellent analytical and problem solving skills.
- demonstrated ability to maintain filing systems and databases.
- strong communication and interpersonal skills
- an ability to handle sensitive information with discretion and confidentiality.
- skills to manage multiple priorities in a fast-paced environment driven by deadlines.
- the capability to function autonomously, and be flexible and adaptable to change.
- an ability to attend work locations not accessible by public transportation.

Additionally, all employees of the Thunderbird Partnership Foundation must adhere to a strict confidentiality policy and will be required to sign an Oath of Confidentiality and observe the Code of Ethics Policy.

If this sounds like the right fit for you, please email your **resume and cover letter** for confidential consideration.

Email: resumes@nnapf.com

Closing date: Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments.

If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest, however only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact: Annette Howlett at ahowlett@thunderbirdpf.org