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[sfns.on.ca](http://sfns.on.ca)

## EMPLOYMENT OPPORTUNITY

### Finance Officer

(Permanent, Full-Time)

The mission of the Finance Department is to ensure accurate and timely attention to all financial matters, information, and activities of the Southern First Nations Secretariat.

To accomplish this mission, we are currently seeking a qualified individual for the position of:

**POSITION DESCRIPTION:** Finance Officer

**TERM:** Permanent; Full Time (3-month probation period)

**POSITION REPORTS TO:** Finance Administrator

**POSITIONS SUPERVISED:** May occasionally be asked to supervise and mentor students

**POSITION SUMMARY:** Reporting to the Finance Administrator, the Finance Officer is responsible for the day-to-day bookkeeping, accounting, filing and financial administration for the Southern First Nations Secretariat (SFNS) and associated organizations as required, as well as supporting Member Nations from a financial advisory capacity as directed by the Finance Administrator.

#### KEY RESULT AREAS:

- Ability to perform all accounting functions in a not-for-profit Finance Department with minimal supervision, including:
  - Payroll, pension and benefits administration
  - Prepare and issue T-4s
  - Accounts payable and payments
  - Accounts receivable
  - Credit Card payments
  - Government remittances
  - General Ledger entries
  - Audit prep work and assistance including General Ledger account analysis
  - HST remittance, reporting and recovery
- Maintain SFNS (and associated organizations as required) finance filing system
- Administer, edit and adjust the electronic time records and roll over for New Year
- Oversee the Master Key Cabinet
- Provide finance information (timesheet, payment and financial reports) and support to staff upon request, including responding to questions and assisting with financial reporting
- Support member First Nations with financial administration, as requested
- Develop annual Work Plans for position and collaborate on development of departmental policies

## **STATEMENTS OF QUALIFICATIONS:**

### **Basic Requirements (Mandatory & Minimum):**

- Post-secondary diploma in accounting or business
- Two years of accounting experience, preferably in a First Nations context
- Proficient in Sage 300 (formerly Accpac) or another computerized accounting software with willingness to learn AccPac
- Bondable

### **Rated Requirements:**

- Proficient in Microsoft Office Suite of programs
- Willing to readily support other SFNS staff and programs, as well as those of member First Nations and associated organizations as required
- Ability to multi-task and work under pressure
- Clerical accuracy and efficiency in working with numbers
- Excellent verbal, written and communication skills
- Highly organized and efficient work habits
- Prompt and reliable in attendance
- High standards of ethics and confidentiality in handling sensitive information
- Willing to provide a criminal reference check

### **PHYSICAL DEMANDS:**

- Sitting for long periods of time in office environment at a desk, computer terminal, or in meetings
- Required to drive a vehicle to perform duties

**SALARY RANGE:** \$42,000 - \$56,349, based on experience and qualifications, as well as a benefits package.

**CLOSING DATE:** **Friday, September 6, 2024 at 4:00pm**

Interviews are tentatively scheduled for Wednesday, September 18, 2024.

Please submit a cover letter, resume and three current employment references by email to:

Annette George, Finance Administrator

[finance.administrator@sfns.on.ca](mailto:finance.administrator@sfns.on.ca)

Please mark your subject line as "Confidential - Finance Officer."

Thank you to all who apply. However, only those selected for an interview will be contacted.

\* A full job description is available upon request.