



Finance Officer
Refer to competition number: NIBTF-2019-FIN-OF
Internal/External Competition

Description:

The NIB Trust Fund's mission is to preserve and revitalize First Nations language, culture and way of life. The fund provides resourcing to create meaningful opportunities that improve the quality of life for First Nations. Our mission is devoted to creating meaningful opportunities to have a positive impact on the lives of First Nations people.

The NIB Trust is seeking a well-organized, detail-oriented Finance Officer responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations.

Duties include receiving and verifying invoices and requisitions for goods and services; verifying transactions comply with financial policies and procedures; preparing, verifying, and processing invoices and coding payment documents; data entry; preparing reports; processing and distribution of cheques; reconciliation, maintaining the general ledger and other related duties.

Who Can Apply:

Persons of First Nations ancestry only may apply (s. 16(1) CHRA).

Applicants must possess:

- GED High School Equivalency along with 2+ years of accounting and finance related studies
- Awareness of Generally Accepted Accounting Principles (GAAP)
- Knowledge of First Nations organizational structures key mandates
- Self-motivated, team player excited to work in a fast-paced environment
- Attention to detail and a dedication to accuracy
- A high degree of trust and confidentiality
- Ability to manage multiple projects and follow through in a timely manner
- Effective communication and organizational skills
- Intermediate/advanced level in computer skills in computerized accounting, spreadsheet and word processing programs, and e-mail
- Superior financial calculation understanding, knowledge and skills
- English is the working language, the ability to work in both official languages and First Nation language is an asset.
- Working towards a CAFM designation will be considered an asset

Salary Range: Commensurate with job requirements, experience and education (within limits of the salary grid)

Location: Ottawa, Ontario

Duration: Full-time position

Closing Date: Open until filled

Individuals who feel they are qualified are invited to submit a covering letter clearly demonstrating how they meet the criteria (quoting the above reference number) along with a current resume, and three (3) work related references to: **NIB Trust Fund, 46 Irene Roundpoint Lane, Akwesasne, Ontario K6H 0G5**

Fax: (613) 686-6757 Email: NIBTF-HR@nibtrust.ca

Interviews will be held in Ottawa. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. NIB Trust may cancel, postpone, or revise employment opportunities at any time.

November 28, 2019