

Serpent River First Nation

P.O. Box 13
479 Highway 17 West
Cutler Ontario Canada
P0P 1B0

Limited Partnership



Telephone:
705-844-2119
Facsimile:
705-844-1219

JOB POSTING-BOOKKEEPER/FINANCE ADMINISTRATOR

Position Summary:

The Finance Administrator/Bookkeeper will provide support to Serpent River First Nation owned businesses that are managed by Serpent River First Nation Limited Partnership. The managed businesses include the Serpent River First Nation Trading Post and Gas Bar, Agawa Crafts Trading Post and Gas Bar and the Serpent River First Nation Business Center. The Bookkeeper will establish strategies that manage the businesses financial viability, oversee accounting operations, produce accurate reports and improve or change current practices to increase efficiencies. By working cooperatively with the General Manager, LP Board of Directors and Serpent River First Nation Administration.

In support of Serpent River First Nation Limited Partnerships goal of providing quality management, the Bookkeeper shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services for the businesses.

The Finance Administrator/Bookkeeper shall perform assignments in accordance with accounting principles and based upon industry standards.

Position Duties

- Ensure the overall efficient and effective management of the Finance Department;
- Perform accounting and financial management functions in compliance with accounting principles and based upon industry standards;
- Shall comply with statutory and operational regulations;
- Exercise due diligence in the performance of duties;
- Provide fiscal and administrative support and advice to the General Manager and LP Board of Directors on all financial matters;
- Ensure appropriate policies, procedures and systems are developed, implemented and evaluated annually to provide fiscal control and accountability;
- Continuously assess financial management operations with the goal of streamlining and automating work processes;
- Develop and administer budgets under the direction of the General Manager, LP Board of Directors and C&C.
- Prepares monthly, quarterly and annual financial reports as required;
- Maintain strong and stable financial control systems within all operational management areas;
- Continuously evaluate compliance with SRFN finance policies and advise the General Manager and LP Board of Directors where issues arise;
- Provide specialized advice and support to all SRFN owned businesses in matters of finance;
- Ensure committed funds are received when due and allocated accurately and in a timely manner;
- Ensure accounts payable and accounts receivables is processed accurately and in a timely manner;

- Ensures the general ledger is maintained and updated to support the tracking of financial information in a manner that ensures ease of tracking and reporting.
- Provides financial information and analysis to Directors to support their ongoing operations and applications for funding
- Administer the coordination and management of purchasing procedures including purchase orders and cheque requisitions;
- In consultation with Directors and General Manager, coordinate the preparation of an annual budget
- Oversees and coordinates the fiscal year end process and ensures auditing functions;
- Evaluate financial reporting systems, accounting procedures and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions;
- Ensure monthly and quarterly financial statements are prepared and presented to the General Manager and Board of Directors
- Attend board meetings for the SRFN LP and Chief and Council where required.
- Manage loans and mortgage renewals and makes recommendations in the best interest of the businesses
- Ensure that the annual financial audit is completed and presented to Council for approval;
- Assist with other duties as required.

Qualifications

- Must have an accounting designation and/or a combination of equivalent education and experience working in a senior level financial position of a First Nation and/or organization of similar size and composition;
- Three years ' relevant work experience for a First Nation, public sector or government service agency with a proven record of success;
- Knowledge of federal and provincial regulations and programs as they relate to First Nation operations;
- Must have proficiency in operating within accounting software, operational knowledge of Quickbooks Online an asset;
- Knowledge of industry standards as they related to Financial Management aspects of the First Nation;
- Excellent written and oral communication skills
- Must be self-directed and able to work as part of a multidisciplinary team
- Ability to organize and prioritize a wide variety of assignments using independent judgment with minimal supervision;
- Understanding of contract negotiations, methods and legal procedures;
- Proficiency with Microsoft 365, Google and computer software and office equipment;
- Ability to work as a team in a fast paced environment
- Must provide a clear CPIC;

Pay: \$27.50 per hour

Resume with Cover Letter
addressed and delivered to:

Misty Brousseau
Acting General Manager
705.844.2119 ext 221
mbrousseau@srfnedc.com

*all applicants are thanked, but only those selected for an interview will be contacted.