



Fort Frances Tribal Area Health Services Inc.

Internal Job Posting

Finance Officer – 1.0 FTE

Preamble

Fort Frances Tribal Area Health Services Inc. is a corporation that provides health care, mental health and addiction treatment services to the 10 First Nations.

Position Summary

The Finance Officer reports directly to the Director of Administration and is responsible for managing all finance functions related to FFTAHS. This includes but is not limited to preparing all budgets in conjunction with appropriate manager, conducting financial analysis and preparing all financial reports, and managing the payroll system. The Finance Officer provides full transparency and accountability to the Director of Administration and ensures all reports to all funders are submitted in a timely manner. This position involves maintenance of the general ledger, budgetary controls, external reporting and administrative functions.

Job Duties

- Assists the Director of Administration in working with First Nation communities in preparing Long-Term Care reports;
- Provides assistance to First Nations in preparing accurate/complete documentation for IHWS annual submissions, work-plans, funding reports and other tracking activities;
- Assists the Director of Administration with Fort Frances Tribal Area Health Services' Annual IHWS funding submissions and reports as required under IHWS funding agreement;
- Ensures that IHWS Community Worker funds flow to First Nation communities timely, efficiently and in accordance with IHWS funding agreement;
- Match revenue according to contribution funding agreements and maintain full and accurate accounting records for FFTAHS in this regard;
- Records accounts receivable and bank reconciliation on a monthly basis;
- In conjunction with the Human Resources Officer, processes the bi-weekly payroll;
- Perform other related duties as required and requested;
- Creates adjusting journal entries on a monthly basis to provide to the Director of Administration for review and approval;
- Assists the Director of Administration with the year-end audit process;
- Assists the Director of Administration with the budgeting process.

Qualifications

- University degree in accounting, business administration, economics, commerce or a related field, or college diploma in Accounting;
- Completion of or working towards the Certified Aboriginal Financial Manager designation;
- Three (3) years previous experience in accounting;
- Excellent communication and interpersonal skills;
- High level of proficiency with accounting software, which includes experience with various modules including accounts payable, accounts receivable, payroll and general ledger;
- Ability to set priorities and manage multiple task functions;
- Previous experience working with First Nations people is an asset;
- Have an understanding of IT and data management systems to ensure proper security systems are in place to protect personal information;
- Excellent team player and the ability to work as a member of a multidisciplinary team;
- Strong technology skills, including effective working skills of accounting software, MS Word, Excel, and e-mail;
- Knowledge of Anishinaabe culture, practices and norms or an openness and willing to learn;
- Must possess a valid Ontario Driver's "G" License, have a good driving record and be insurable;
- Must successfully pass a Criminal Reference Check;
- Experience working with First Nations people in a First Nation community and/or First Nation organization.

Requirement for Submissions

ON YOUR COVER LETTER, YOU ARE ENCOURAGED TO IDENTIFY THAT YOU ARE A MEMBER OF A FIRST NATION COMMUNITY.

*Applications must include a signed cover letter, resume, and list of three (3) EMPLOYMENT RELATED references. **Applications received without a signed cover letter, resume or three (3) EMPLOYMENT RELATED references are incomplete and will not be accepted.** Interested applicants can forward their information to **Cathy Handberg, Human Resource Manager as per below:***

Mailing Address:

P.O. Box 608
Fort Frances, ON
P9A 3M9

Fax: (807) 274-9669

Email: chandberg@fftahs.org

Deadline for application submission: **Wednesday, November 7, 2018.**

Fort Frances Tribal Area Health Services Inc. welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspect of the selection process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, Thank You