WEST MOBERLY FIRST NATIONS

Finance Officer

Purpose

The Finance Officer is responsible for providing professional accounting and financial support services to West Moberly First Nations (WMFN). Reporting to the Finance Manager, the Finance Officer provides professional accounting and financial support services to West Moberly First Nations. The position supports the Finance Manager in maintaining accurate financial reporting, reconciliations, budget monitoring, funding administration, and compliance, and may provide financial information and support to the Director of Finance as required.

The Finance Officer contributes to the effective stewardship of Nation resources by maintaining accurate financial records, supporting audit and reporting requirements, monitoring funding agreements, and providing financial information and analysis to support operational decision-making.

Responsibilities

Financial Reporting

- Prepare draft monthly, quarterly, and annual financial reports and working papers for review by the Finance Manager.
- Assist with preparation of annual financial statements and audit documentation.
- Prepare journal entries and maintain general ledger integrity.
- Reconcile bank accounts, investment accounts, payroll accounts, and other balance sheet accounts.
- Analyze financial transactions and investigate discrepancies.
- Assist with month-end and year-end financial processes.
- Maintain accurate and complete financial records and supporting documentation.

Budgeting and Financial Planning

- Prepare budget schedules and financial information to support the annual operating and capital budget process under the direction of the Finance Manager.
- Provide budget information and support to departments and escalate significant variances or concerns to the Finance Manager.
- Track departmental expenditures against approved budgets.
- Prepare variance reports, identify financial risks or concerns, and report significant findings to the Finance Manager.
- Support development of multi-year financial planning initiatives.

Funding Administration

- Monitor revenues and expenditures related to grants, contribution agreements, and funding arrangements.
- Maintain accurate funding records and supporting documentation.
- Prepare financial reports required by Indigenous Services Canada, provincial funders, and other funding agencies.
- Monitor compliance with funding agreement requirements.

- Assist with funding reconciliations and reporting deadlines.
- Report funding compliance issues, potential deficits, unspent balances, and significant variances to the Finance Manager.

Accounts Payable and Accounts Receivable

- Review invoices, coding, and supporting documentation for accuracy.
- Process payments and maintain vendor records.
- Monitor outstanding receivables and support collection activities.
- Reconcile supplier statements and accounts.
- Support procurement and contract payment tracking as required.

Financial Compliance and Internal Controls

- Follow and monitor compliance with WMFN financial policies, procedures, and internal controls, and report exceptions to the Finance Manager.
- Support implementation and administration of the Financial Administration Law (FAL).
- Monitor transactions for compliance with established financial processes and approval authorities and report any exceptions to the Finance Manager.
- Identify opportunities to strengthen internal controls and improve financial processes and make recommendations to the Finance Manager.
- Assist with developing and maintaining accounting procedures and financial documentation.

Audit and Risk Management

- Prepare audit schedules, reconciliations, working papers, and supporting documentation, and assist the Finance Manager and Director of Finance with annual audit requirements.
- Assist external auditors during annual audit reviews under the direction of the Finance Manager or Director of Finance.
- Ensure supporting records are complete, accurate, and readily accessible.
- Support recommendations arising from audits and financial reviews.

Relationship Management

- Build positive working relationships with staff, managers, community members, funding agencies, auditors, and vendors.
- Provide routine financial information and accounting support to departments and refer significant financial matters to the Finance Manager.
- Respond professionally to financial inquiries and requests.
- Work collaboratively across departments to support organizational goals.

Other Duties

- Participate in training and professional development opportunities.
- Maintain confidentiality of financial, employee, and community information.
- Perform related duties as assigned.

Competencies and Skills

Knowledge, Skills, and Abilities:

- Strong knowledge of accounting principles and financial administration practices.
- Strong working knowledge of budgeting, forecasting, and financial reporting.

- Knowledge of Canadian accounting standards and reporting requirements.
- Understanding of funding administration and contribution agreements.
- Strong analytical and problem-solving skills.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills.
- Demonstrated ability to maintain strict confidentiality.
- Advanced proficiency in Microsoft Excel and Microsoft Office applications.
- Ability to prioritize competing deadlines and work independently.
- Ability to build collaborative relationships with internal and external stakeholders.

Education and Experience:

- Diploma or degree in Accounting, Finance, Business Administration, or related field.
- Minimum 3 years of progressive accounting or finance experience.
- Experience preparing financial statements, reconciliations, and financial reports.
- Experience working with accounting software systems.
- CPA designation or CPA candidate status. *(Preferred)*
- Experience working within a First Nation government or Indigenous organization.
- Experience with Financial Administration Law (FAL) frameworks. *(Preferred)*
- Experience administering government funding agreements and reporting requirements. *(Preferred)*
- Knowledge of Indigenous Services Canada funding structures and reporting obligations *(Preferred)*

Other

- Access to reliable transportation
- Willing to participate in personal and professional development
- Follow West Moberly First Nations policies and procedures

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Finance Officer.

The Finance Officer may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.