



# *Pasqua* FIRST NATION

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INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

## ***FINANCIAL OFFICER***

**Position Summary:** The Finance Officer's primary responsibility is to ensure the organization remains in compliance with all accounting and financial reporting requirements for federal and private funding. The Finance Officer will report to and work closely with the P.F.N. Director Of Operations. In addition, the successful candidate will work with P.F.N. Leadership to develop, maintain, and implement internal fiscal policies and procedures to increase organizational effectiveness and efficiency.

The Successful candidate must be able to adapt to a continuously changing environment, thrive in a deadline focused workplace.

**Salary Range:** Based on Education and Experience

### **Responsibilities**

- Conduct cash flow planning and ensure availability of funds
- Manage accounting for multiple investment funds including monthly reconciliation
- Control cash flow, ensure investments are in line with policies, and fund performance as well as fees charged are reasonable
- Maintain financial policies and procedures
- Review deposits, analyze all invoices and purchase orders, and resolve all outstanding A/R and A/P issues
- Maintain computerized accounting systems
- Prepare monthly financial statements in conformity with GAAP
- Process semi-monthly payroll and ensure timely submission of all government payroll reports, review proper coding of time by staff
- Assist with preparation of annual operating budget and monitor project spending monthly
- Process quarterly federal funder financial reports to established deadlines
- Assist with development of grant application budgets, ensuring consistency with approved annual operating budget
- Maintain comprehensive and accurate files for all consultants and vendors
- Act as primary contact for external auditors for completion and annual financial audit
- Maintain and update all supporting schedules needed for annual financial audit
- Ensure day-to-day compliance with established internal controls for A/R, A/P, and bank account reconciliations



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- Provide special reports and financial analysis upon request
- Process year-end reports
- Manage Finance Assistant and provide primary backup for all functions assigned to this position

## Qualifications

- Bachelor's Degree, Accounting or Finance Degree
- Federal grant reporting and compliance experience
- 5-7 Years of Experience
- Strong written and verbal communication skills required
- Demonstrated experience working with diverse cultures and specifically experience with First Nations Communities
- Competent self-motivated who will take initiative and work independently
- Excellent interpersonal, communication, and organizational skills
- Strong administrative ability and attention to detail required
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Positive attitude, good people skills, and the ability to work closely with people at all levels of experience and proficiency required.

**To Apply:** Please submit a cover letter, resume, and three (3) references to [hr@pasquafn.ca](mailto:hr@pasquafn.ca)

*Candidates will be shortlisted for interviewing.*

**Closing Date:** March 21st, 2025