



## Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services

### Job Posting – Financial Administrator

Fort Frances, ON

Reporting to the Executive Director, the Financial Administrator position is a cross-functional role, responsible for managing and overseeing the operational accounting and financial activities of Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services. The Financial Administrator role is designed to help ensure all funding relationships are maintained and supported, and that funder expectations are fulfilled.

#### Primary Accountabilities Include:

- ***Manages and administers full-cycle payroll and benefits for all employees and oversees Accounts Payable & Accounts Receivables;*** includes T4 and Record of Employment administration, bookkeeping activities, and account reconciliations.
- ***Oversees financial management, including structuring annual budgets, interpreting and analyzing the organization's financial position, and coordinating year-end audits;*** ensures budgets align with organizational needs and strategic plans, and interprets and applies funding agreements.
- ***Provides financial and accounting assistance to all member First Nations.***
- ***Maintains accurate and up to date reports, creates required documentation and stays up to date on reporting standards, principles and legislation;*** maintains files, issues invoices and purchase orders.

#### Requirements:

- College Diploma in Financial Management/Accounting is required; a designation such as CPA, CA, CGA and CMA is considered an asset.
- Minimum 5-7 years of intermediate-level experience in Finance/Accounting; 3 of which should be related to First Nations and/or other funded programs and organizations.
- Valid Driver's License and access to own transportation.
- Strong familiarity working with funding agreements and standards and principles that govern those agreements.
- Detail-orientated and analytical mindset.
- Strong organization and communication skills.
- Experience using computers, MS Office Software, and accounting software, such as Grand Master Payroll Client Strategist, ACCPAC and Adagio.
- Must be able to travel and attend meetings with various organizations, agencies and other regulatory bodies.

#### Salary

- \$70,000.00 - \$82,000.00

#### Application process

- Please submit cover letter and resume that includes three (3) professional/work related references, with written authorization to contact references to:

#### Hiring Committee

Pwi-di-goo-zing Ne-yaa-zhing Advisory Services

Box 522 Fort Frances, ON

P9A 3M8

Tel: 807-274-8531

Fax: 807-274-4330

Email: [tryll@advisoryservices.ca](mailto:tryll@advisoryservices.ca)

*If submitting by email, please use **Financial Administrator** in the subject line and include your cover letter, resume and written authorization to contact references in PDF format.*

**Deadline:** This position is open until filled.

**While we appreciate all applications, only those selected for an interview will be contacted.**