



KETEGAUNSEEBEE IS HIRING



In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: Financial Analyst

Starting Range: \$26.65 – \$28.86 (Pending Education & Experience)

Location: Administration Building

Report to: Controller

POSITION SUMMARY

The Financial Analyst is responsible for reconciling, creating, and reporting financial activities.

The Financial Analyst functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, contributing to the accomplishment of the strategic priorities.

DUTIES

- Responsible to reconcile, create, and report financial activities for our organization
- Research and provide analysis on changes to accounting and audit guidelines and other financial regulations
- Participates in internal and external financial reporting requirements including year end audit requirements
- Documentation of business processes for audit trail and internal control requirements and establish procedures to provide accurate financial records
- Assist in the review and implementation of internal control processes
- Conduct periodic internal audits to verify adherence to the organization policies and procedures as directed
- Coordinate the capital assets accounting program including related policies and procedures in accordance with the public sector accounting board requirements
- Perform lease/purchase analysis for capital asset additions
- Assist with operating and capital budget processes
- Provide information in a timely manner in accordance with legislative/departmental/corporate wide deadlines
- Complete special projects and programs as assigned
- Assist with the development and implementation of financial policies and procedures as directed
- Performing other duties as may be required or assigned

QUALIFICATIONS

- Required University Degree in Business Administration or Accounting and/or other related field;
- Required three years related experience to financial analysis or accounting;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing fast-paced environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills and communications skills, both oral and written;
- Strong interpersonal skills, ability to work with and build relationships with various departments and levels of staff
- Excellent computer skills (including MS Word, Excel, Outlook, Sage, etc);
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **September 24th, 2021, at 4:30pm**. Please address the envelope and/or email **"Financial Analyst – 2021-82"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: September 10th, 2021

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

