



**FINANCIAL ANALYST 159R2-21-2**  
**FINANCE, CENTRAL ADMINISTRATION**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Financial Analyst with Finance, Central Administration Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Financial Analyst reports to and works under the direction and supervision of the Director of Financial Reporting and Analysis. Finance is the most inter-functional area in Six Nations of the Grand River. The Financial Analyst understands the key operations of the operational departments and positions his/herself to be able to deliver superior client service in the form of meaningful reports and analysis, suggestions, and other input as requested. The Financial Analyst reviews, develops and enhances current processes.

<b>Type</b>	Full Time
<b>Closing Date</b>	October 27, 2021
<b>Hours of Work</b>	37.5 hours weekly
<b>Wage</b>	Up to \$68,000

**BASIC QUALIFICATIONS:**

- Bachelor's degree in Finance or Administration
- More than 2 years working experience in financial analysis
- Deep knowledge and understanding of financial analysis and reporting
- Knowledge of Sage, Intacct, crystal reports writing or Business Intelligence are valuable assets
- Curious, passion for learning and love for innovation. Change is a norm for you
- Advanced level in MS Excel and other financial modelling tools.
- Able to establish and maintain effective working relationships with coworkers, clients and community agencies
- Ability to present numbers and facts in a creative, conceptual and meaningful manner

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Financial Analyst – Full Time – 159R2-21-2**  
c/o Reception Desk

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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# **SIX NATIONS OF THE GRAND RIVER**

## **POSITION DESCRIPTION**

### **POSITION TITLE: FINANCIAL ANALYST**

### **REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Director of Financial Reporting and Analysis.

### **PURPOSE AND SCOPE OF POSITION:**

Finance is the most inter-functional area in Six Nations of the Grand River. The Financial Analyst understands the key operations of the operational departments and positions his/herself to be able to deliver superior client service in the form of meaningful reports and analysis, suggestions, and other input as requested.

The Financial Analyst reviews, develops and enhances current processes.

### **RESPONSIBILITIES:**

#### **1. TECHNICAL FUNCTIONS**

- Prepares bank reconciliation for all bank accounts.
- Provides support to prepare the recurring journal entries.
- Prepares and submits to Canada Revenue Agency the HST recovery and other compliance reports.
- Prepares several Divisional financial statements for review and approval of the Director, Financial Reporting and Analysis.
- Investigates and understands the operation of the Departments and can explain the year-to-date variances (actual vs budget, forecast, prior year) in adherence with month-end schedule.
- Designs and create reports as needed.
- In coordination with the Director, Financial Reporting and Analysis, reviews and updates the Chart of Accounts.
- Participates in the annual budget and forecast processes.
- Prepares budget and forecast templates, uploads the data into the Accounting software.
- Gathers information to substantiate the budget forecast variance analysis.
- Assists with preparation of working papers to support Audit Schedule requirements.
- Assists in gathering information to support Auditors.
- Supports Financial Control Officers with calculation of deferred revenue.

#### **2. COMMUNICATION FUNCTIONS**

- Participates in meetings with the Chief Financial Officer to review and discuss period results
- Completes ad-hoc requests for information to help internal clients to make evidence-based decisions
- Meets with Financial Control Officers and Directors to support the preparation of budgets and

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### **3. OTHER FUNCTIONS**

- Performs other work related duties as may be required by the Chief Financial Officer and Director, Financial Reporting and Analysis.

#### **WORKING CONDITIONS:**

Work requires sound financial reporting skills; must exercise initiative and good judgment, ability to work independently; interact with diplomacy and tact; must maintain confidentiality and act in the best interests of Six Nations of the Grand River Elected Council; subject to deadlines.

#### **WORKING RELATIONSHIPS:**

##### **With the Chief Financial Officer:**

Receives direction, guidance and encouragement; discusses plans and priorities; provides financial information, advice and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the department.

##### **With the Director Financial Reporting and Analysis:**

Receives direction, guidance and encouragement; discusses plans and priorities; provides financial information, advice and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the department.

##### **With the Reporting Staff and Financial Control Officers:**

Co-operative working relationship to maintain up-to-date information

##### **With Other Six Nation of the Grand River Elected Council Staff:**

Courtesy, cooperation and teamwork with all staff to improve services provided.

#### **KNOWLEDGE AND SKILLS:**

- Bachelor's degree in Finance or Administration
- More than 2 years working experience in financial analysis
- Deep knowledge and understanding of financial analysis and reporting
- Knowledge of Sage, Intacct, crystal reports writing or Business Intelligence are valuable assets
- Curious, passion for learning and love for innovation. Change is a norm for you
- Advanced level in MS Excel and other financial modelling tools.
- Able to establish and maintain effective working relationships with coworkers, clients and community agencies
- Ability to present numbers and facts in a creative, conceptual and meaningful manner

Competitive salary and benefits

The work is performed from the Six Nations of the Grand River office, which is 20 minutes from Hamilton

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**IMPACT OF ERROR:**

Errors in the fulfillment of duties could result in financial loss and legal liability; errors in conduct could lead to poor public relations and loss of credibility to Six Nations of the Grand River Elected Council.

**CONTROL:**

Guiding principles set by the Six Nations of the Grand River Elected Council Financial Management Policy, Six Nations of the Grand River Elected Council and/or Resolutions from the Six Nations of the Grand River Elected Council.