



FINANCIAL ACCOUNTANT-ANALYST OGD-22-011
OGWADENI:DEO
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, **July 13, 2022** for the **Financial Accountant-Analyst** with Ogwadeni:deo. 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 website. Online applications accepted through <https://www.vsciberhosting.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 Accountant/Analyst has responsibility for ensuring adherence to financial management policies, procedures, and standards, preparation of reports as required by the Manager of Finance and ensuring proper monitoring and analysis of agency revenues and expenditures.

Type	Full Time
Closing Date	July 13, 2022
Term:	Permanent
Hours of Work	37.5 hours per week
Wage	TBD

BASIC QUALIFICATIONS:

- must a University Degree with a major in accounting and personnel management.
- must have a minimum of 5 years progressively responsible experience in financial and personnel management, preferably in a social services setting.
- CPA accounting designation an asset
- must pass a criminal reference check.
- will be native in preference to other applicants.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: OGWADENI:DEO IN PERSON DROP OFF – 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 drop off at:

Financial Accountant-Analyst (OGD-22-011)
c/o Reception Desk
2469 Fourth Avenue
Ohsweken, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:30 pm

Method #2: EMAIL SUBMISSION

1. 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.
2. Please email application package to David Walpole, Human Resources Coordinator at oghrc@sixnations.ca
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 ext 4554 or via email at oghrc@sixnations.ca.

Method #3: Online

4. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
5. 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.
6. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 ext 4554 or via email at oghrc@sixnations.ca.

Method #4: GREAT – Applications must include all of the following:

6. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
7. 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.
8. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
9. Photocopy of your education diploma/degree/certificate and transcript.
10. Place all documents listed above in a sealed envelope and mail to or drop off at:

Financial Accountant-Analyst (OGD-22-011)
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



FINANCIAL ACCOUNTANT/ANALYST

Guiding Values for our Code of Practice

- Ganigo'hi:yo/Ka'nikonhri:io (Good Mind)
- Adenidaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohkwa:k/Onkwatennitenrosera (Respecting one another)
- Degayenawa'ko:ngye/Tetewaterihwakwenyenhsthak (Working together)
- Dewagagenawako:ngye'/Tetewayenwakontye (Assisting one another)
- Esadatgehs/Enhsatatkenhse (Self-reflection on actions taken)
- Gaihwaedahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstenhsera (Strength/supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Oihwadogehsra'/Yorihwato:ken (Being truthful and consistent)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

REPORTING RELATIONSHIP

Reports to and works under the direction and supervision of the Ogwadeni:deo Manager of Finance and adheres to our guiding values of the Code of Practice.

PURPOSE AND SCOPE OF THE POSITION

The Financial Accountant/Analyst has responsibility for ensuring adherence to financial management policies, procedures, and standards, preparation of reports as required by the Manager of Finance and ensuring proper monitoring and analysis of agency revenues and expenditures.

RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Assists the Manager of Finance in ensuring that Commission-approved financial management policies and procedures are implemented and followed, and that Commission-approved standards are met in day-to-day management and administration
- Assists the Manager of Finance in the maintenance/updating as required of the job classification scheme and salary grid.
- Assists the Manager of Finance in identifying, implementing, and maintaining liability insurance policies.
- Assists the Manager of Finance in ensuring that a 12-month expenditure plan is prepared in advance of each fiscal year and presented to the Commission for review and approval.
- Ensures the proper management of the paper and electronic financial record keeping
- Assists in maintaining full and accurate accounting records that are in compliance with Ogwadeni:deo financial management policies and procedures, terms of funding agreements and relevant accounting standards.
- Analyzes expenditures for trends and makes recommendations for strategic spending.

RESPONSIBILITIES TO OGWADENI:DEO THE AGENCY

- Assists the Manager of Finance in ensuring that the expenditure plan is reviewed at least quarterly with Management and the Commission and is updated as required to



- address any variances in relation to projections and changes in circumstances.
- Conducts financial analysis and prepares budget to actual variance reports as required

HONEST AND MORAL CONDUCT

- Ensures the proper processing of invoices, ensures appropriate documentation is on file and reviews all cheques for approval levels and documentation prior to signing, or recommendation to sign and release.
- Ensures that budget and expenditures are properly coded and posted to the accounting system.
- Assists in monitoring process for internal controls (ie. approvals, segregation of duties, expense verification).
- Assists Manager of Finance with the review and reconciliation of monthly balance sheet accounts, including bank, investment, trust and reserve accounts of Ogwadeni:deo.
- Prepares input of all AR and AP and General Ledger entries ensuring proper audit documentation.
- Arranges for, facilitates, and assists with the annual audit process (by the Auditor approved by the Commission).

BEING TRUTHFUL AND CONSISTENT

- Assists the Manager of Finance in establishing and maintaining effective and positive public relations.
- Assists the Manager of Finance in ensuring the establishment and maintenance of positive relations and working arrangements between Ogwadeni:deo, other community-based Programs and relevant external agencies.

ASSISTING ONE ANOTHER

- Ensures the effective implementation of other duties as determined by the Manager of Finance.

WORKING CONDITIONS

This position, given that the primary responsibility is to assist the Manager of Finance in ensuring that child/youth protection services and service support requirements (including child-in-care and court costs that can be highly variable over time) can be met within a largely formula-driven budget, in ensuring that staff financial concerns of staff are addressed effectively and in ensuring that the very detailed reporting requirements imposed by the Commission and external funder are met accurately can involve considerable mental stress.

WORKING RELATIONSHIPS

This position can involve considerable mental and emotional stress, assisting with the management of a large team interacting with families in relation to highly sensitive issues and with accountability for significant financial resources. It can also involve physically dangerous situations.

STRENGTH/SUPPORTIVE TO ONE ANOTHER

With the Ogwadeni:deo Manager of Finance and Commission

Takes direction from and collaborates closely with the Manager of Finance on a day-to-day basis in supporting the Director in fulfilling his/her financial and personnel



obligations to the Commission, the Six Nations Community and aboriginal family's resident off reserve in Brant County

With Other Ogwadeni:deO Program Managers, Supervisors and staff

Provides information and assistance, and works in a cooperative and courteous manner in support of the Director in ensuring that Ogwadeni:deO can perform its role as a service partner both effectively and efficiently in terms of financial and personnel stability.

With The Community

Acts as a role model and represents and promotes the Ogwadeni:deO Program in a courteous, cooperative and professional manner.

SELF-REFLECTION ON ACTIONS TAKEN

Errors in carrying out the responsibilities of the position could result in:

- Loss of credibility, trust and public confidence in the Ogwadeni:deO Program,
- Harm or injury to employees or children/youth and their families,
- Legal and/or financial liabilities,
- Loss of protection designation and program funding,

QUALIFICATIONS

Basic/Mandatory Requirements

The successful applicant:

- must have a University Degree with a major in accounting and personnel management.
- must have a minimum of 5 years progressively responsible experience in financial and personnel management, preferably in a social services setting.
- CPA accounting designation an asset
- must pass a criminal reference check.
- will be native in preference to other applicants.

Knowledge Requirements

The successful applicant:

- must be thoroughly familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- must be thoroughly familiar with Ogwadeni:deO Financial Management Policies.
- must have a solid background in the use of computers with specific knowledge of accounting, spreadsheet, and document software.
- must have a sound knowledge of techniques used in financial research/analysis.

Ability Requirements

The successful applicant(s) will demonstrate ability to:

- relate effectively to and supervise staff as a diplomatic and flexible team player.
- work effectively with the management and staff of other programs/agencies and provincial/federal officials.
- effectively manage financial matters.
- effectively manage reporting staff personnel matters.
- communicate effectively in writing and verbally.



OGWADENI:DEO
Taking Care of Our Own