



FINANCIAL ASSISTANT 022-23-2
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, **February 8, 2023**, for the **Financial Assistant** 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 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 Assistant** reports to and works under the direction and supervision of the Six Nations Health Services department Financial Control Officer (FCO).

Assisting the Financial Control Officer in the performance of financial duties related to the financial activities of the Six Nations of the Grand River Health Services Department.

Assisting the Financial Control Officer, in planning, developing and maintaining financial services for all programs within the Health Services department while ensuring adherence to the policies and procedures established by Six Nations of the Grand River Elected Council.

Type	Full Time
Closing Date	February 8, 2023
Hours of Work	35 hours weekly
Wage	\$40,000-\$50,000

BASIC QUALIFICATIONS:

- An accredited post-secondary degree in the Accounting/General Business/General Administration; OR
- An accredited post-secondary diploma related to Accounting/General Administration with 2+ years of work related experience in Finance and General Administration;
- High level of computer skills: Microsoft Office specifically Microsoft Word and Microsoft Excel, and a computerized Accounting system.
- Knowledge of office equipment.
- Experience in preparing financial reports.
- Excellent communication and organizational skills.
- Understanding the importance of confidentiality.

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.

- Maintain a high level of confidentiality

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.

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 Assistant – Full Time – 022-23-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION

POSITION TITLE: Financial Assistant

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Six Nations Health Services department Financial Control Officer (FCO).

PURPOSE AND SCOPE OF THE POSITION:

Assisting the Financial Control Officer in the performance of financial duties related to the financial activities of the Six Nations of the Grand River Health Services Department.

Assisting the Financial Control Officer, in planning, developing and maintaining financial services for all programs within the Health Services department while ensuring adherence to the policies and procedures established by Six Nations of the Grand River Elected Council.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Processing, verifying and balancing financial accounts and business transactions, such as payroll, accounts receivable, and enter data into the Accounting software General Ledger or computerized systems.
- Prepare monthly balance sheet reconciliation and address reconciling amounts in collaboration with the FCO
- Reconciliation of Corporate Visa Account for Director of Health Services
- Prepare and revise financial statements as required.
- Verify budget information entered into computerized accounting system is balanced to approved budget. Provide changes to funders agreements to appropriate FCO.
- Obtain working knowledge of the financial section of Funding Agreements
- Collect payments and prepare deposits, update internal accounts receivable accounts.
- Assist Managers, Supervisors, Director of Health and Health FCO with annual budgets.
- Assist with Monthly, Quarterly and Annual Funder reporting as required.
- Processing accounts payable as required.

2. Communication Functions:

- Assist with Annual Audit, Special Audits and Audit Reviews.
- Distribute financial statements to program Director of Health Services, Health Service's Program Managers/ Supervisors and Health FCO.

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- Attend Health Department monthly finance meeting and record approved changes into computerized accounting system as required.

3. Administrative Functions:

- Awareness of Personal Health Information Protection Act (PHIPA).
- Assist with Accreditation process.

4. Other Functions:

- Performing other related duties as may be required by the Health Services FCO.
- Performing related clerical duties, such as maintaining filing and record systems, completing reports and answering enquiries
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Manager, Iroquois Lodge

WORKING CONDITIONS:

This position requires interaction with the public and is subject to interruptions and requires the ability to take direction, prioritize activities, work independently & within the team and meet deadlines.

WORKING RELATIONSHIPS:

With the Health Services Financial Control Officer

Receives direction, guidance, encouragement; discusses plans and priorities regarding Health Services Finance.

With Health Department

Maintain accounting systems in conjunction with the Health Services' Finance Department.

With Chief Financial Officer, Director of Health Services, Health Service's Program Managers and Supervisors

Ensuring completeness and accuracy of financial reporting by program

With other staff and Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Qualifications:

- An accredited post-secondary degree in the Accounting/General Business/General Administration; **OR**
- An accredited post-secondary *diploma* related to Accounting/General Administration with *2+ years* of work related experience in Finance and General Administration;

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- High level of computer skills: Microsoft Office specifically Microsoft Word and Microsoft Excel, and a computerized Accounting system.
- Knowledge of office equipment.
- Experience in preparing financial reports.
- Excellent communication and organizational skills.
- Understanding the importance of confidentiality.
- Maintain a high level of confidentiality

IMPACT OF ERROR:

Failure to accurately monitor department finances could result in a deficit situation impacting Six Nations of the Grand River finances.

Failure to accurately monitor projects could result in underspending and having to reimburse funding agencies from the program's budget. Funder may view this as an opportunity to reduce funding to the program.

Errors in judgement and in the conduct of duties will lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation being given to the Director of Health Services, Six Nations of the Grand River Elected Council, Government Agencies and the public.

CONTROL:

Working within the financial and administrative policies and procedures established by the Six Nations of the Grand River Elected Council and other legislation provided by the relevant government agencies.