IFN of Ontario
JOB DESCRIPTION

Job Title	Finance Manager
Reports To	Director of Intergovernmental Affairs and the Director of Health
Direct Reports	Accounts Payable Clerk
Location	IFN Finance Office 34 McCumber Rd North Box 8 Akwesasne, ON K6H 5R7
Employment Type and Hours of Work	Full Time 40 hours, 8:30-4:30 Monday to Friday

Position Summary

The Finance Manager is responsible for overseeing the financial management and accounting operations of IFN of Ontario. The position ensures financial transactions are accurately recorded, financial reports are prepared in a timely manner, and financial practices comply with organizational policies and funding agreements.

Working closely with the Director of Intergovernmental Affairs and the Director of Health, the Finance Manager supports budgeting, financial monitoring, and financial reporting obligations related to contribution agreements and program funding.

The Finance Manager prepares financial statements for management review, coordinates the annual external audit process, and ensures strong financial controls are maintained across the organization.

The position also provides financial guidance to program staff to support consistent financial practices and accountability.

Key Responsibilities

1. Financial Operations and Accounting Management

- Oversee the day-to-day accounting operations of IFN of Ontario, ensuring all financial transactions are processed accurately and recorded in accordance with accounting standards and organizational policies.

- Maintain the general ledger and financial accounting systems including accounts payable, accounts receivable, payroll entries, journal entries, and financial documentation.
- Supervise the Accounts Payable Clerk and ensure financial procedures and documentation standards are followed consistently.
- Ensure financial systems are maintained, secured, and access to financials are monitored.
- Maintain accurate and organized financial records for all financial transactions and program activities.
- Bi weekly Payroll Processing

2. Financial Reporting and Financial Statement Preparation

- Prepare monthly, quarterly, and annual financial reports for management review.
- Produce financial summaries, budget-to-actual reports, and financial performance reports to support organizational planning and decision-making.
- Prepare year-end financial statements and supporting schedules for the annual external audit.
- Coordinate the annual audit process and respond to auditor requests for financial documentation.
- Assist management with financial analysis and interpretation of financial information.

3. Budget Development and Financial Monitoring

- Support IFN of Ontario's Directors in the preparation of annual operating and program budgets.
- Monitor expenditures against approved budgets and identify financial risks or variances from the financial systems.
- Provide financial updates and analysis to support program planning and financial oversight.
- Ensure approved budgets are accurately entered and maintained within the accounting system.

4. Funding Agreement and Financial Compliance

- Ensure financial reporting requirements associated with contribution agreements and funding agreements are met.
- Maintain accurate financial documentation to support reporting obligations to funding agencies.

- Track revenues received from funding partners and ensure proper allocation to programs and projects.
- Support financial reporting requirements associated with contribution agreements and organizational funding.

5. Financial Controls and Organizational Support

- Maintain internal financial controls to safeguard organizational assets and ensure compliance with financial policies.
- Perform monthly bank reconciliations and reconcile balance sheet accounts.
- Monitor credit card transactions and ensure expenditures comply with IFN of Ontario's financial procedures.
- Provide financial guidance to program staff to ensure financial procedures and documentation requirements are followed.
- Maintain professional relationships with IFN of Ontario staff, member First Nation communities, funding agencies, and external auditors.

Working Relationships

- **IFN Directors and Leadership**
  Provide financial reporting, analysis, and financial guidance to support organizational oversight and planning.
- **IFN Staff and Program Teams**
  Provide financial information and guidance related to financial processes and reporting requirements.
- **Member First Nation Communities**
  Maintain professional relationships with community finance departments when required.
- **External Auditors and Funding Agencies**
  Provide financial documentation and respond to financial reporting requirements.

Qualifications

Education and Experience

- Post-secondary education in Accounting, Finance, or Business Administration. CAFM designation is considered an asset.
- Minimum five (5) years experience in financial management, accounting, or financial administration.
- Experience working with government funding agreements, contribution agreements, or publicly funded programs is considered an asset.

- Experience using financial accounting software such as QuickBooks or similar accounting systems.
- Knowledge of accepted accounting principles and financial reporting practices.
- Experience working with auditors
- Experience in processing bi weekly payroll with online software systems.

Skills and Knowledge

- Strong financial analysis, accounting, and reporting skills.
- High level of attention to detail and accuracy in financial recordkeeping.
- Strong organizational and time-management skills.
- Ability to communicate financial information clearly to non-financial staff.
- Proficiency in Microsoft Office applications including Excel, Word, and Outlook.
- Ability to work independently and collaboratively within a remote work environment of others.
- Ability to maintain strict confidentiality of financial information.

Core Competencies

- **Financial Management and Analysis**
  Ability to analyze financial information, prepare financial reports, and support organizational financial planning. Payroll legislation and CRA rules regarding exemptions.
- **Attention to Detail and Accuracy**
  Maintains a high level of accuracy in financial records, reconciliations, and reporting.
- **Organization and Time Management**
  Ability to manage multiple financial priorities and meet deadlines in a remote work environment of others.
- **Communication Skills**
  Ability to explain financial information clearly to management, staff, and external partners.
- **Professional Integrity and Confidentiality**
  Maintains confidentiality of financial and payroll information and demonstrates high ethical standards.
- **Collaboration and Relationship Building**
  Works effectively with colleagues, leadership, community representatives, and external partners.

Work Environment

The Finance Manager primarily works from the IFN of Ontario office and collaborates closely with the Accounts Payable Clerk to ensure accurate and timely financial operations. The role involves regular interaction with Directors, program staff, and partner organizations to support financial reporting, budgeting, and financial administration.

The position requires regular use of financial and office software systems, virtual communication platforms, and digital documentation tools to support organizational operations and communication with staff and member First Nation communities. Occasional travel may be required to attend meetings, leadership sessions, or organizational events. Work schedules may occasionally require flexibility to accommodate meetings with leadership, partners, or external agencies.

Physical and Sensory Demands

Work primarily involves extended periods of computer use, virtual meetings, and document preparation. The role requires sustained concentration, attention to detail, and the ability to review financial documentation and reports for accuracy. Employees may experience periods of moderate workload pressure when responding to deadlines, reporting requirements, or audit timelines.

Occasional lifting of office materials, files, or equipment up to approximately 20 pounds may occur when traveling or attending meetings. Travel may involve extended periods of sitting and participation in meetings or workshops.

Travel Expectations

Employees of IFN of Ontario may be expected to travel periodically to support organizational meetings, community engagement sessions, leadership meetings, or program activities.

Travel may include day trips or overnight stays depending on organizational needs. Employees must be able to represent the IFN of Ontario in a professional and respectful manner when interacting with member First Nation communities and external partners.

Conditions of Employment

- Satisfactory Criminal Record Check
- Valid driver’s licence and ability to travel as required
- Must maintain confidentiality of financial and organizational information

Disclaimer

This job description outlines the general nature and level of work expected of the position. Duties and responsibilities may evolve over time to meet the operational needs of IFN of Ontario.

Acknowledgement

Employee Signature: _____
Date: _____

Human Resources Signature: _____
Date: _____