

SHINGWAUK KINOOMAAGE GAMIG IS HIRING!



"Preserving the integrity of Anishinaabe knowledge and understanding in cooperation with society to educate the present and future generations in a positive, cooperative and respectful environment"

Position: **Finance Administrator**
Term: **Full-Time Permanent**
Salary: **Aligned with SKG Salary Grid**
Report To: **President/CAO**

Position Summary:

Under the direct supervision of the Chief Academic Officer, the Finance Administrator shall be responsible for managing, controlling, planning and organizing the financial accounting activities, administrative functions, and human resource management activities of Shingwauk KinooMaage Gamig including financial reporting, monitoring cash flow, developing and maintaining best practices and internal control systems for the organization while ensuring compliance to Generally Accepted Accounting Principles (GAAP) and applicable laws and legislation. Financial accounting activities include banking, investment strategies, contract/agreement management, budget planning, development and forecasting, and conducting periodic financial analysis to identify and resolve issues, gaps or variances. Initiating, preparing and coordinating for timely completion of annual financial audits. Ensuring that financial and human resources strategies support the organizations strategic goals and growth.

Duties:

- In collaboration with the President/CAO manage the financial operations of the organization including execution of financial and human resource strategies, annual operating budgets, annual audits and external reports submissions
- Assists the President/CAO as required for oversights of the internal operations, policy development and implementation
- Manage and maintain the organization's daily accounting activities and accounting software specifically the General Ledger, Accounts Receivables, Accounts Payable, Payroll subledgers, ensuring timely processing of all transactions specifically payables and payroll remittances to maintain financial integrity of the organization
- Ensure transaction accuracy and timely posting to the General Ledger, reconciliation of subledgers and timely completion of monthly bank reconciliations
- Coordinate and implement financial and accounting functions including banking, investment strategies, developing request for proposals for auditing firms
- Ensuring all financial/accounting activities are carried out in accordance with General Accepted Accounting Principles (GAAP)
- Preparation of monthly financial statements or reports ensuring data integrity
- Manage and maintain contract and TPA agreement commitments and expenditures to ensure compliance and consistency with budgeting including submission of timely reports
- Implement and ensure adherence to the internal financial and human resources policies and procedures and to assist with any revisions to accommodate the organizations growing needs
- Manage and maintain payroll and employee benefits programs including updating relevant employee data, ensuring enrollment of new employees
- Assist with employee recruitment and onboarding with staff and contractors as appropriate
- Supervise finance staff including part time, full-time and contract staff
- Provide support to the President/CAO for overall operations, and support to the Board Treasurer and the Board of Directors as required
- Performs all other related duties as required or assigned

Qualifications:

- Post Secondary education degree/diploma in business accounting or business field with minimum five (5) years work experience in a leadership role in finance
- Substantial knowledge and understanding of financial and accounting procedures, Generally Accepted Accounting Principles (GAAP)
- Sound knowledge and proven work experience with General Ledger, Accounts Receivables, Accounts Payable and Payroll modules
- Advanced skills with MS Suites, QuickBooks, and Payroll Software
- Excellent verbal and written communication skills
- Excellent organizational, analytical, critical thinking and problem-solving skills
- Excellent time management skills and ability to manage multiple tasks while adhering to timelines
- Strong interpersonal skills with ability to work independently and as part of a team
- Strong work ethics with an ability to manage and maintain confidentiality of financial data
- Must undergo a criminal record check/Vulnerable Sector Check prior to employment. **(At the applicant's expense)**

For any questions or full Job Descriptions regarding this this employment opportunity and please contact Jayselen Moore, Executive Assistant. Interested Applicants can email or drop off their cover letter, resume, and 3 work related references by:

August 26th, 2024 @ 4:00pm.

Please Address the Email/Envelope to:

Executive Assistant: jmoore@shingwauku.org

Shingwauk KinooMaage Gamig

1491 Queen Street East. Sault Ste Marie, ON. P6A 2G5

Subject: Finance Administrator

We encourage applicants from the Anishinabek traditional territory

We would like to thank all applicants who apply; however, only those selected for interview will be contacted.