



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Finance Officer

<b>Job ID</b>	<b>21-968-06-214-4752</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-06-214-4752">https://careers.indigenous.link/viewjob?jobname=21-968-06-214-4752</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-11-11	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-05-17  
Reference Number 21-968-06-214  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$65,460 - \$79,640  
Status Indeterminate (permanent)  
Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

Major responsibilities may include, but are not limited to the following:

- Coordinating efforts around the quality assurance function for the integrity of financial data to be entered into the organization's financial system.
- Providing guidance and instruction to employees in carrying out their financial management functions.
- Supervising the activities of a team of employees by setting annual work objectives, coordinating and prioritizing how the activities to complete objectives, and providing continued feedback on performance. Overseeing the payments functions, including approving payments.
- Reconciling and analyzing financial data to supporting documents or other internal or external systems to ensure the integrity of data in the organization's financial system.
- Analyzing financial data and incorporating the analysis into reports to support management decision-making process.
- Supporting the management of the delegation of financial signing authorities by administering various aspects of the internal controls system over these authorities.
- Supporting the maintenance of the organization's financial system by performing routine system maintenance functions and coordinating problem resolution in respect to these systems.

### Education

- Undergraduate degree with a specialization in accounting, finance, business administration, commerce or economics and up to one (1) year of experience;

Or

- Two (2) years of a post secondary program (college or university) in accounting, finance, business administration, commerce or economics with two to four (2-4) years of recent work experience related to these fields.

Or

- Possess a Government of Canada Financial Management Certificate and two (2) years of experience obtained within the last seven (7) years.

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

### Experience

Experience must be related to the field of the position in accordance with the education requirements written above. Assets Experience in any of the following areas:

- providing advice to clients, managers and/or employees
- using a financial system
- using EXCEL for the creation of tables, pivot tables, graphs and charts
- application of financial policies or
- accounting operations

### Competencies

Five behavioral competencies, as defined by Financial Management Development Community, Office of the Comptroller General of Canada, will be the basis for the competency-based-interview.

- Strategic lens - Aligns responsibilities with organizational priorities to reflect the strategic direction of the Public Service and position the sector and/or the organization for effective results.
- Collaboration - Aware of and responsive to the needs of stakeholders (client, colleagues, management) and environmental context.
- Adaptability - Constructively adapts one's style in the face of ambiguity, uncertainty and risk. Approaches new situations with an open mind, versatility and agility.
- Results driven - Delivers well-informed, effective solutions or options that are innovative and based on due diligence. Is savvy, able to think critically and solve problems to deliver well-informed advice and strategies for results.
- Communication - Transmits information in a way that the message is understandable to the target audience, including virtual communication stemming from new workplace realities such as telework.

#### Conditions of Employment

Not applicable

#### Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. A written exam will be used as part of the overall assessment combined with the competency-based-interview. Salary is commensurate with qualifications and experience. Successful candidate may be eligible to the Financial Officer Retention Allowance once they have reached the maximum of their salary scale. The Financial Officer Retention Allowance for this position is paid at a rate of 5% of the employee's basic annual salary.

#### Reference Links

#### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

#### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Finance Officer