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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.Links 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

Date Printed: 2023/03/23

Senior Funding & Accounts Receivable Specialist

Job ID	48-BF-DB-04-5F-9E
Web Address	https://careers.indigenous.link/viewjob?jobname=48-BF-DB-04-5F-9E
Company	MSIFN - Mississaugas Of Scugog Island First Nation
Location	Port Perry, Ontario
Date Posted	From: 2022-10-31 To: 2023-04-29
Job	Type: Full-time Category: Finance
Job Start Date	As soon as possible
Job Salary	\$34.70/hr. To \$39.77/hr. (\$63,154.00 - \$72,381.40/yr. Based On A 35-hour Workweek)
Languages	English

Description

Currently, the Mississaugas of Scugog Island First Nation (MSIFN) is looking for an experienced Senior Funding & Accounts Receivable Specialist to join our community and work with our Finance team in Scugog, ON on a full-time basis. The hours of this role are Monday to Thursday, 8.30 am to 4.30 pm and Friday 8.30 am to 1 pm though some flexibility will be required to work evenings and weekends. The Senior Funding & Accounts Receivable Specialist requires to be onsite Monday to Friday.

As our new Senior Funding & Accounts Receivable Specialist, you'll report to the Comptroller (Formerly titled Assistant Finance Manager)

This position provides senior accounting support services to the Finance Manager, Comptroller, and MSIFN Chief and Council and staff, for accounts receivable, revenue recognition and deferral, cash flow planning, analysis, and audit assistance. Under the direction of the Comptroller, this position tracks all revenue and receivables to MSIFN and records receipts when funds are deposited.

This position will provide general finance and accounting support and backup to the Finance Department in all areas of Accounting and Finance, including but not limited to accounts receivable, funding, reporting, procurement, budgeting, payroll, and accounts payable.

While no two days in this fast-paced role will ever be the same, your more typical responsibilities are outlined below. For a comprehensive position description please click here.

Accounts Receivable:

Work collaboratively with Departments in the submission of funding proposals by helping them to calculate budget details and by helping to reconcile the budget to actual.

Provide complex financial analysis support to Departments to ascertain appropriate revenue targets, e.g., rents to be charged for housing rental units. Develop and maintain a database of funding proposals and signed agreements of the First Nation.

Identify and track all funding that will be received in the upcoming year and provide information to respective departments for budgeting.

Follow up with funders on payments and record funds received against the database.

Ensure payments have been applied to the correct programs.

Ensure monthly journal entries are completed.

Reconcile bank accounts in the financial system for approval by Comptroller.

Reconcile A/R to GL at month end and year end including preparing reporting based on aged receivables, for approval by Comptroller.

Maintain all A/R files.

Prepare and issue customer invoices accurately to respective clients.

Follow up with outstanding customer invoices.

Follow up on outstanding funding proposals.

Assist with year-end closings (working papers).

Assist with Funding Reports.

Prepare monthly past due reports and submit them to Comptroller.

Execute assigned month-end processes.

Support Variance Reporting process.

Support of monthly, quarterly, and year-end financial activities, including assisting with year-end audits.

Revenue:

Analyze actuals to budget for departments and prepare journal entries to ensure that revenue is recognized in the proper period and deferred as applicable.

Provide analysis to support revenue decisions by Departments, such as rental housing revenue calculations.

Cash Flow Planning:

Update daily cash flow forecast up to 90 days and provide to Finance Manager for review and approval.

Assist with long-term cash flow forecasting by updating cash flow plan up to 2 years forecast.

Policies & Procedures:

Create, provide input and feedback, and update procedures related to A/R and revenue based on approved policies. Follow established policies, identify efficiencies, and make recommendations to the supervisor for improvements, based on a chain of command.

Participate in the development of policies and procedures of the Scugog Island First Nation.

Develop a process of monitoring receivables to ensure timely follow-up on outstanding incoming funds.

Communication:

Internal/External communication - Respond to A/R inquiries from customers and prepare customer letters. Maintain signed contracts/agreements with

funders/customers.

Correspondence - Prepare letters, reports, etc. as required.

Record Keeping - A/R policies and procedures.

Finance Staff Meetings - Attend and contribute to the staff meetings. Bring forward agenda topics as required.

Internal / External Meetings - Attend internal meetings to provide budgetary detail and finance support for funding activities. Actively participate in internal/external meetings and training sessions as required.

Answer phone / electronic inquiries and relay telephone calls and messages as required.

Audit:

Respond to inquiries from auditors during the annual audit process, including being the initial point of contact for accounts receivable, receipts, and deferred revenue.

Reconcile all Accounts Receivable and Deferred Revenue related Subledgers and bank Subledger.

Complete year-end reconciliations for all A/R, Deferred Revenue, and bank accounts.

Bank Reconciliation - reconcile all bank accounts on a monthly basis.

Prepare backup documentation to support account balances for the audit book.

Accounts Payable:

Assist with A/P entries and processing in an emergency backup capacity.

Payroll:

Process payroll as the backup to the Senior Payroll and AP Specialist.

Support to Related Entities:

Provide support/training/review to NNLP staff/activities as requested.

Budgeting:

Annual Budgeting Process - Develop the annual deferred revenue recognition schedule to ensure that deferred revenues do not lapse in subsequent fiscal years.

Populate budget shells with revenue recognition timing information as required.

Budgets for proposals/projects - Provide financial information as needed to support any budget proposals.

Work with Finance Manager to ensure that budget adjustment(s) are properly reflected as approved by Council and work with budget owners to ensure those budget adjustments are submitted as needed.

Community Development / Communication:

Assist in the development and delivery of finance-related workshops to staff/members as required.

Provide contributions to communications as required.

Administration:

Maintain files for funding proposals submitted, funding agreements, accounts receivable, bank statements, and receipts.

Related and other duties:

Special projects assigned tasks and additional regular duties as required by the Finance Manager and the Comptroller.

Cross Training of Payroll Accounting function.

Experience

Minimum of 3 years of related work experience and a total of 5 years of work experience.

Education Requirements

In order to qualify for this role, you will need a Post-Secondary University degree in Finance or Accounting field.

With a Post-Secondary University degree in Finance or Accounting with a minimum of 3 years of related work experience and a total of 5 years of work experience. A CAFM, CPA, IC3 Certified, or working towards CAFM or CPA, IC3 Certified are considered an asset. Or the willingness to enroll in CAFM or CPA and IC3 Certified within one year of employment.

Essential Skills

Specialization required:

Attention to detail and accuracy and a high level of technical skills in accounting.

Ability to provide accurate, timely financial information to all stakeholders.

Organizational and time management skills to plan workload carry out activities concurrently and manage competing demands and time frames.

Advanced knowledge of Sage 300 (ACCPAC) accounting software including general ledger, accounts receivable, banking services, accounts payable

Above average computer skills: Microsoft Word, Excel, PowerPoint, email, internet.

Advanced knowledge of financial budgeting processes.

Knowledge and understanding of Indigenous culture, traditions, teachings, and community dynamics.

Knowledge of legislation governing First Nations.

Knowledge of Privacy legislation.

Familiar with office machines including computers, adding machines, photocopiers, fax machines, phone systems, and postage machine

Comfortable in a multi-tasking environment with an understanding of deadlines.

Strong interpersonal skills.

Strong verbal and written communication skills.

Positive attitude.

Proven team player.

Initiative and ability to work independently to meet deadlines.

Ability to analyze problems, and recommend and implement solutions.

You will also have previous experience working within or with a First Nations community and a valid driver's license. Additional Indigenous training and education are considered an asset.

As our ideal candidate, you will have a working knowledge of and respect for Indigenous culture, customs, traditions, and issues. In addition, it is

essential that you have excellent communication skills in both written and verbal form as well as your organizational skills and timekeeping abilities will ensure your success as you work towards competing deadlines.

How to Apply

Click Apply Now!