



# 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.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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Funding Accounting Specialist

<b>Job ID</b>	<b>B9-87-A6-E9-33-D7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B9-87-A6-E9-33-D7">https://careers.indigenous.link/viewjob?jobname=B9-87-A6-E9-33-D7</a>	
<b>Company</b>	Mississaugas Of Scugog Island First Nation	
<b>Location</b>	Port Perry, Ontario	
<b>Date Posted</b>	From: 2021-04-29	To: 2021-09-29
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	ASAP	
<b>Job Salary</b>	\$30.90/hour	
<b>Languages</b>	English	

### Description

#### DUTIES:

Under the direction of the Assistant Finance Manager, this position will develop and coordinate all funding and grant writing initiatives, including assisting in research, preparation and submission of grant and funding applications.

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, and budgeting.

#### DUTIES:

##### Funding Proposal Development:

This position requires the ability to assist in the development, implementation, and coordination of all funding proposals and activities.

The primary role will develop funding proposals that include information on the project nature, objectives/outcomes/deliverables, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, and conclusions.

##### Key activities:

- Identify potential funding for the First Nation
- Work collaboratively with Departments in the submission of funding proposals
- Develop and maintain a database of funding 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
- Ensure payments have been applied to the correct programs
- Ensure monthly journal entries are completed
- RBC Visa Reconciliation (approx. 10 Credit cards)
- Reconcile A/R at month end and year end
- Maintain all A/R

- Prepare and issue invoices accurately to respective clients
- Follow up with outstanding invoices
- Follow up on outstanding funding proposals
- Assist with year-end closings (working papers)
- Apply payments in Sage (Cheques and EFT payments)
- Recording of Bank Deposits
- Assist with Funding Reports
- Assist with maintaining the deferred revenue account
- AR Aging report " showing past due accounts i.e. 30 days overdue, 60 days overdue
- Prepare monthly past due reports and submit to Supervisor
- Execute assigned month end processes
- Support Variance Reporting process
- Assist with analyzing and evaluate potential changes to processes and procedures to increase efficiencies
- Assisting with the implementation of approved changes to departmental processes
- Support of monthly, quarterly, and year-end financial activities, including assisting with year-end audit.

Related and other duties:

- Special projects assigned tasks and additional regular duties as required by your Supervisor.
- Cross Training of Payroll Accounting function.

### **Experience**

- 3 Years Related Experience
- Five Years Total Work Experience
- Knowledge of legislation governing First Nations and funding opportunities
- Accounting software experience (preferably Sage AccPac)
- Detail oriented with strong organizational skills
- 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, recommend and implement solutions

Considered an asset:

- Payroll Accounting experience
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Experience working with First Nations

### **Credentials**

- Valid driver's license and \$1M liability insurance
- CPIC/VSS acceptable to position upon conditional offer

### **Education Requirements**

- Post-Secondary Diploma in Finance or Accounting Field

Considered an asset:

- Accounting designation (CPA)

**Essential Skills**

Funding for the First Nation with applicable funding agencies writing proposals and maintaining a data base for funding activities.

**Work Environment**

Our office is still closed due to COVID 19. This position will reside working remotely from home, with the occasional work day in the office.

Once our office is open this position will reside permanently at our place of employment located at 22521 Island Road, Port Perry ON L9L 1B6.

**How to Apply**

Applications must be submitted online via our website: [www.sucgogfirstnation.com](http://www.sucgogfirstnation.com) or through the direct link by clicking Apply Now!

Complete an application online and include resume and cover letter.