



EMPLOYMENT OPPORTUNITY

DIRECTOR, FINANCE AND ADMINISTRATION

**Full-time, Permanent position
(open to hybrid work from the Akwesasne or Ottawa office)**

ABOUT FNMHF

The First Nations Market Housing Fund (the “Fund”) is a registered not-for-profit trust created by the Government of Canada in 2008. The Fund is led by a board of 9 Indigenous trustees from across Canada. The head office is located ‘on-reserve’ in the Mohawk Territory of Akwesasne, with one satellite office located in Ottawa, Ontario.

Our mandate is to help facilitate access to financing for loan-based housing in First Nations communities; and to create the capacity in First Nations communities to support and sustain loan-based housing programs.

As we work towards increasing the opportunities for on-reserve loan-based homeownership, our vision is that *“Every First Nation family has the opportunity to have a home on their own land in a strong community”*.

The successful candidate will be eligible for flexible work hours, hybrid working options, a competitive salary and benefits package. In addition, Indigenous employees, who meet CRA criteria for working ‘on-reserve’, will have the opportunity to earn tax free income.

POSITION SUMMARY

Reporting to the CEO, the Director, Finance and Administration (DFA) oversees the administrative and financial affairs of the FNMHF and ensures the organization operates effectively within fiscal and legal requirements. The position oversees and validates the financial capacity reviews of Credit Enhancement applications, manages the provision of administrative and analytical support and provides the necessary expertise to ensure operational goals are met.

The DFA oversees the investment initiatives and supports administrative requirements of FNMHF including liaison with external contactors, investment management reporting and review of investment policies and procedures.

The DFA is integral to the strategic and business planning initiatives of the organization and represents the CEO as required.

KEY ACCOUNTABILITIES

Accounting and Finance

- Oversee Finance and Administrative staff including review of journal entries created by finance staff, CE application reviews, processing of payroll, payment of fund expenditures, oversight toward audit tasks etc.
- Review quarter end financial reports and present to Audit Committee and Board of Trustees.
- Ensure that there is project leader to guide the completion of the year end audit activities. Liaise with auditors to assist them with audit tasks and document requests.



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- Create project work plan for completion of the corporate plan requirements.
 - Delegate research on accounting Issues that may impact the Fund including new accounting rules for NFP organizations.
 - Oversee fund expenditures and ensure proper monitoring, documentation and payment in a timely manner.
 - Approve purchase orders, invoices, and online payments in accordance with established Finance policies.
 - Oversee and ensure FNMHF maintains good standing and is compliant with legal and taxation obligations.
 - Manage the timely payments of government remittances and submission of tax documents from Trustees and staff.

Investment Management

- Review monthly investment entry prepared by staff.
- Review quarterly investment management report prepared by Investment Management Advisor (IMA) and staff.
- Communicate with external contractors such as Mercer (IMA), CIBC, and Leith Wheeler regarding issues to be monitored as directed by the ED.
- Conduct research on ESG options for the Fund on how to incorporate an indigenous lens.
- Review and provide input to statement of investment policy and investment strategy as they are developed by the IMA. Present highlights from IM Report to Board of Trustees.
- Stay informed on Investment Management topics through education sessions.

Administration and Information Technology

- Support the assessment of business or operational needs and create plans for RFPs and RFQs.
- Conduct research and draft business cases for procurement of new technology,
- Participate in biweekly meetings with IT service provider to stay informed on IT issues and projects. Review and present the quarterly IT report prepared by Senior Finance Analyst.
- Oversee and administer online document portal for secure documents (FIRMEX).
- Coordinate the annual renewal of insurance policies for the Fund (cyber insurance, commercial general liability and D&O).
- Respond to changes in the operating environment and reallocate support services as required including staff training/coaching on use of online platforms e.g., MS Teams.
- Oversee the implementation of COSO internal controls and COSO ERM.
- Oversee the provision of office space and equipment for the Fund to carry out its responsibilities.

Financial Reviews of First Nations

- Oversee CE applications and coordinate the financial review of FN financial statements through assignment of initial reviewer and peer reviewer.
- Conduct management review of FN financial statement at the completion of peer review to finalize conclusions and recommendations.
- Collaborate with Senior Program Officers to complete paperwork for financial reviews and provide additional details based on requests.
- Collaborate with Senior Finance Analysts to complete all annual reviews for First Nations with approval for CE and those with housing loans.



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- Monitor the financial reviews and identify any evidence of external factors that may impact the CE Guarantee estimate at year end.
 - Coach staff regarding awareness to relevant First Nation legislation and environmental factors.

Reporting and General Management

- Collaborate with the CEO and the Senior Business Analyst to prepare the quarterly Trustee meetings and Committee meetings (AC and IC).
- Review meeting minutes and prepare meeting materials including briefing notes. Present agenda materials at Board and Committee meetings.
- Collaborate with the CEO to formulate an annual business planning process. Meet with Finance and Administrative staff to develop and establish an operational plan with strategic priorities to guide work assignments.
- Oversee the Advisor of Business Processes to review changes to policies and procedures.
- Promote staff development through training and development opportunities and motivation for achievement of high levels of performance.
- Promote and encourage staff to participate in conferences and training sessions, e.g., French language training and attendance at AFOA national conference.
- Represent the CEO in leadership functions as required.
- Review service level agreements and provide feedback on proposed terms and conditions.

Team Member

- Work as a team player promoting a positive and professional work environment and conducts role with integrity and respect.
- Demonstrate culturally and ethically appropriate behavior and comply with the standards of conduct developed for FNMHF.
- Abide by the policies and procedures of FNMHF.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Perform other duties as assigned in order to meet the overall goals and objectives of FNMHF.
- Operate within the culture and core values of the organization.
- Maintain knowledge and expertise in relevant fields.

EDUCATION AND EXPERIENCE

- Masters Degree in areas such Business Administration, Public Policy, or Finance
- Professional Accounting Designation (CPA).
- Over ten (10) years of experience in similar positions with increasing responsibilities.
- Experience working with First Nation communities or organizations.
- Desirable credentials would be CFA, CIA, and CAFM.

KNOWLEDGE AND SKILLS

- Strong people and business leadership skills.
- Knowledge of the FNMHF's overall objectives, strategy and policies and a solid understanding of its operations and processes.
- Extensive knowledge dealing with governance, accounting and payroll systems, budgets,



internal controls, CRA and business planning.

- Knowledge of Fund operations, risk management and loan administration.
- Highly developed technical and analytical skills with ability to use expert level judgment for strategic thinking and problem solving.
- Demonstrated ability to work collaboratively to achieve strategic and organizational objectives.
- Ability to articulate and provide effective advice and consultation to management, trustees, clients and staff, while developing and maintaining productive working relationships.
- Ability to conduct financial analyses and conduct research for best practices.
- Proficiency in Office 365, Sage 300 Accounting, Adobe, and other productivity applications.
- Excellent organizational skills, analytical thinking and logical reasoning and the ability to undertake and complete multiple, concurrent tasks.
- Excellent communication skills, both written and oral.
- Knowledge of contracting terms and conditions and best practices.
- Demonstrated ability to work independently and in a team environment.

ORGANIZATIONAL VALUES

All work at FNMHF must be done in line with the organization's values:

LOVE - We are committed to addressing the needs and interests of First Nations individuals, families, communities, and Nations in safe and sustainable ways.

HUMILITY - We remain open to new ideas that help us better fulfill our mission and responsibilities.

RESPECT - We work at the pace of each First Nation, respond to their diversity, and care for the communal nature of the land.

COURAGE - We are willing to do our part to decolonize, engage in reconciliation, promote the changes necessary to increase loan-based home ownership, and celebrate success.

HONESTY - We are clear about our focus on loan-based housing, our ability to support other housing needs of Indigenous Peoples, and our willingness to be accountable.

WISDOM - We know when to listen, learn, advocate, collaborate, and innovate.

TRUTH - We acknowledge that broad solutions are needed for the housing realities that Indigenous Peoples face on a daily basis and that loan-based housing is only one part of the solution.

APPLICATION INFORMATION

We invite qualified candidates to send their resume and cover letter telling us why you think you would be a great addition to our team at the FNMHF to info@fnmhf.ca no later than June 7, 2023.

As preference in hiring may be given to Indigenous candidates, all applicants are encouraged to self-identify. Although English is the working language, please also indicate your level of understanding of French and any Indigenous language.

We thank all applicants for their interest. Please note, only those selected for an interview will be contacted.