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## EMPLOYMENT OPPORTUNITY

### FINANCIAL ANALYST

**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 Director, Finance and Administration (DFA), the Analyst assists the DFA in ensuring the integrity of all financial accounting, reporting and controls for FNMHF. The role includes assisting and promoting sound financial management, ensuring that assets and expenditures are accounted for, controlled and reported accurately. In addition, the Analyst provides important program delivery and analytical support services. The position ensures that expenditures and invoices comply with contracts and approved purchase orders.

The Analyst supports the DFA with end period activities (quarterly and annually) through the preparation of journal entries, preparation of financial statements, financial reports and other essential reporting documents. The incumbent ensures the Sage accounting system is maintained and related internal controls are observed.

#### **KEY ACCOUNTABILITIES**

##### **Management of Payments**

- Prepare purchase commitments in the accounts payable application through locating support documents for contracts, uploading documents into the system and receiving approval for purchase commitment.



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- Review invoices entered in the accounts payable application and verify if charges are in accordance with contracts and all supporting documents.
  - Compare contract work with SPOs to confirm if work has been completed satisfactorily according to both the First Nation's and the Fund's standards.
  - Liaise with management for approval of invoices and create batch of invoices for export to Sage accounting system after approval.
  - Monitor payments to vendors and ensure they are made in a timely manner and recorded in the Fund's accounting records accurately.
  - Identify and confirm staff availability for approval of payments.
  - Record CD invoices as received in the database and enter details upon payment.
  - Monitor outstanding invoices and purchase commitments that have not been utilized.

### **Process Trustee Expenditures and Reporting**

- Establish and monitor the accounting process to enable Trustees to receive payment for per diems and expense reimbursement.
- Follow up with Trustees after meetings and assess expense claims including verification of meeting dates and entry amounts for reimbursement.
- Obtain tax information from Trustees to assist in preparation of claims and year-end tax receipts.
- Input data/ journal entries for Trustee receipts for the DFA to review and the Executive Director to approve.
- Process payments for Trustees within accounting system and then through a Electronic Funds Payment service.
- Notify Trustees by email about payments for submitted claims.
- Prepare government remittances for Tax, CPP and Employer Health Tax.
- Prepare T4 tax forms for Trustees and send to the DFA for review, ensuring distribution to Trustees.

### **Sage Accounting System Maintenance**

- Perform accounting tasks within accounting system including processing data for accounts payable, accounts receivable, general ledger entries, adjustments, and completion of payments.
- Monitor the input of data accuracy and escalate issues of concern with the accounting program to the DFA for intervention of Sage consultants.
- Monitor roles and assess security rights on a periodic basis for Sage Accounting system and ensure internal control are observed.
- Advise the DFA of any misuse of user rights and need for correction of issues such as the creation of new account codes in Sage and amendment of chart of accounts.
- Promote the internal control of segregation of duties through obtaining approvals for journal entries, entering the journal entries into Sage and by requesting the Senior Financial Analysts to review and post the transactions.



### **Year End Activities**

- Participate in end of period activities (quarter end and year end) by sending out reminders to Senior Finance Analysts, the DFA, and the Executive Director concerning the review, and approval of journal entries, on a timely basis.
- Prepare quarter end and year end journal entries for depreciation, prepaids expenses and accruals, and make adjustments to entries as required.
- Prepare financial statements and other quarter end reports such as financial reports for preparation of the Public Account report (CC forms), Trustees expenditure report, and the Executive Director expense report.

### **Contracting Services Mandate**

- Manage all aspects of the contracting services entered into by the Fund with third-party consultants and educational institutions for the delivery of capacity development initiatives for First Nations clients.
- Provide service support to the CD program including preparation and/or review of contracts provided by consultants and internal review of processes, e.g., signed schedules, authorization for contract awards etc.
- Oversee and execute the issuance of contracts, manage all contract inquiries, and provide guidance and direction to the contracting process.
- Monitor and follow up with consultants and ensure the submission of signed receipts for contracts. Confirm that the Fund records are complete for substantiation of expenditures.

### **Other Activities**

- Provide financial data/information to the Finance team as required.
- Provide operational and financial information to the program team as required.
- Assist the administration team with the day-to-day office operation if needed.

### **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 behaviour 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**

- University degree in Finance or Accounting OR a Community College diploma plus a professional designation.



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- Three (3) to five (5) of experience in similar positions with increasing responsibilities.
  - A combination of education and related experience will also be taken into consideration.

### **KNOWLEDGE AND SKILLS**

- Knowledge of the FNMHF's overall objectives, strategy and policies and a solid understanding of its operations and processes.
- Sound knowledge of accounting principles, practices and systems.
- Strong knowledge of financial planning, reporting and internal control practices.
- Knowledge and understanding of procurement procedures.
- High level of attention to detail and accuracy and ability to make effective decisions and solve problems.
- Proficiency in Microsoft Word, Excel and Power Point.
- Excellent organizational and project management skills, analytical thinking and logical reasoning and the ability to undertake and complete multiple, concurrent tasks.
- 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](mailto:info@fnmhf.ca) no later than September 30, 2022.



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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.