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**Full-time, Permanent Position**  
**(Open to remote or hybrid work from the Akwesasne office)**

**ABOUT FNMHF**

The First Nations Market Housing Fund (the “Fund”) is a 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.

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 *“First Nations Prosperity through Homeownership”*.

The successful candidate will be eligible for flexible work hours, remote working options, a competitive salary, and a 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 of Finance (DFA), the Controller provides subject matter expertise on accounting policy and accounting standards. The position provides technical support to management/staff with regards to accounting, tax, and financial reporting and ensures periodic financial reports, tax returns, and CC reports are prepared accurately and on time.

The Controller leads financial reporting activities and analyzes financial statements of First Nations clients and evaluates financial well-being.

**KEY ACCOUNTABILITIES**

**Quarterly and Ad Hoc Reporting**

- Prepare/review financial statements (including variance analysis) for Trustees and Funder as well as CC Forms to government.
- Review journal entries related to prepaid expenses, depreciation, and other unusual transactions or adjustments.
- Review and examine the details of monthly investment spreadsheet/entries.
- Prepare monthly bank reconciliations.
- Review and maintain all outstanding capacity development activities.

**Audit/Tax Returns/Annual Report**

- Prepare year-end financial statements with notes, lead the audit process, develop audit schedule, and liaise with Fund staff and auditors as necessary.
- Update the Fund Audit Guide after completion of audit.

- Review and update Fund's database according to information obtained from lender confirmations.
- Analyze unusual or new transactions during the year in accordance with accounting standards and likely impact of new accounting standards on the Fund.
- Update methodology for estimating year end Credit Enhancement (CE) Liability. Prepare Fund tax returns (T1044 and T3) and estimate potential tax liability.
- Assist the DFA in preparation of the Fund's Annual Report with required narratives and tables (including MD&A), ensuring that details of the report are consistent or aligned to the Financial Statements and reflect best practices.

**Business Plan**

- Assist the DFA in preparation of revenue and expense projections.
- Estimate potential tax and CE liabilities for planning period.
- Assist the DFA in the preparation of the Fund's Business Plan with the required finance section (annual or 5 years) including narratives and tables based on revenue and expense projections.

**Financial Reviews**

- Analyze audited financial statements of First Nations clients (existing and prospective) and make recommendations regarding their qualification for Credit Enhancement (CE) or Capacity Development (CD).
- Reviewing the management letters and financial policies of First Nations clients and assessing completeness and areas for improvement.

**Research and Other Duties**

- Conduct research and analysis of financial matters including application of HST / GST on CD schedules, taxable benefits to employees, accounting standard board discussion papers, etc.
- Assess and determine strategies to improve Fund's financial review in relation to clients.
- Review CE certificates and CD schedules/contracts as requested.
- Post/review journal entries to the accounting software as requested.
- Review and ensure coding of invoices to the appropriate general ledger.
- Lead the preparation of the RFP for new auditors and the evaluation of candidates according to established standards of FNMHF and best practices.
- Evaluate various proposals generated from RFPs in relation to investment management, custodian etc.
- Evaluate and recommend best practices to enhance and improve existing controls and systems, including accounting software.

**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**

- University degree in Business Administration, Finance, Accounting, or a related discipline and CPA designation with specialization in Financial Accounting or Auditing.
- Three (3) to five (5) years 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.
- Strong Knowledge of accounting procedures and financial analysis techniques.
- Ability to analyze, monitor transactions and prepare financial reports.
- Ability to solve practical problems and deal with a variety of variables.
- Ability to utilize independent judgment in establishing the accuracy and reasonableness of information.
- High level of attention to detail and accuracy and ability to make effective decisions and solve problems.
- Proficiency in Microsoft Excel, Office 365, and Sage 300 Accounting Systems or QuickBooks Online.
- Excellent organizational 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.
- Excellent communication skills, verbal and written. Able to draft documents which explain technical topics clearly to staff, management and Trustees.

**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 [hr@fnmhf.ca](mailto:hr@fnmhf.ca) no later than April 5, 2024.

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.