



N'Amerind (London) Friendship Centre

260 Colborne St.

London ON N6B 2S6

Ph (519) 672-0131 Fax (519) 672-0717

EMPLOYMENT POSTING

Position: FINANCE MANAGER
Term: Permanent
Wage: Negotiable

Posting Date: May 25, 2023

Closing Date: Open until position filled

The N'Amerind (LONDON) Friendship Centre is centrally located in the urban Indigenous community of London and has been an active supporter of Urban Indigenous people since its incorporation in 1967. Under the direct supervision of the Administrative Section Manager, the successful candidate will be an energetic, innovative person who will have an understanding of the Friendship Centre movement and its operations. The Finance Manager is responsible for accounting operations and plays a fundamental role in the success of the organization. They will have a strong finance background and experience managing multiple program budgets and will play a key role in the day-to-day finance support of the Centre Programs. The Finance Manger is responsible for ensuring the financial health of the Centre. The Finance Manager will ensure sound accounting policies and practices are created and communicated to all staff, as well as striving to work as a part of a team within the finance department. We are looking for a dynamic employee who is willing to work hard to ensure the promotion of The N'Amerind (LONDON) Friendship Centre Mission, Value and Visions.

JOB SUMMARY

Overall financial duties include but not limited to:

- Produce and review accounts payable, cheques for venders, contractors etc
- Accounts receivable – invoice creation, reconciliation of customer accounts etc
- Monthly reconciliation of bank, credit and other applicable accounts
- Ensure the employee benefit program is managed and maintained properly
- Assisting with various accounting-related duties including year end audits, program budgeting, development of new spreadsheets for tracking purposes
- Maintain financial obligations binder & overview spreadsheet
- Month end journal entries, reconciling and maintaining GL accounts
- Prepare monthly, quarterly and yearly financial statements
- Review monthly financials with Section Managers
- Reconciles processed work by verifying entries and comparing system reports to balances
- Charges expenses to accounts and cost centres by analysing invoice/ expense reports, recording entries

Qualifications:

- Must possess an accounting diploma/ certificate from an accredited institution
- A Professional Accounting Designation (CPA) is an asset

- Will accept an equivalent combination of experience 3+ years and education
- Advanced computer word processing skills and knowledge of Microsoft Office applications, Adobe Acrobat, and SAGE accounting
- Knowledgeable in accounting/ bookkeeping practices and processes
- Knowledgeable in standard auditing procedures and practices
- Excellent verbal and written communication skills
- Attention to detail (ability to spot numerical errors), accuracy, thoroughness, organizational skills, client relationships and strong communication skills
- Dependable, respectful, and consistently works to uphold organizational ethics and standards
- Excellent ability to plan, prioritize and communicate effectively
- Ability to work with minimal supervision and direction
- Flexibility to work overtime, if required

INTERESTED CANDIDATES ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE, INCLUDING:

1. **Cover letter**
2. **Resume**
3. **Two work related references and One-character reference**
4. **Copy of relevant certificate, diploma, degree**

Mail or Hand Deliver: **Hiring Committee**
Re: Finance Manager
 N'Amerind (LONDON) Friendship Centre
 260 Colborne Street
 London, ON
 N6B 2S6

Email: **executive.director@namerind.on.ca**
Re: Finance Manager

Fax: (519) 672-0717
 Attention: **Hiring Committee**
Re: Finance Manager

All applications will be screened based on the receipt of a COMPLETE APPLICATION PACKAGE. Only those contacted will be granted an interview. A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.

All applicants understand and agree that by submitting a job application; at their cost, the **Successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.**