



Professional Employment Opportunity Financial Analyst

Summary:

Reporting to the Chief Financial Officer (CFO), the Financial Analyst (FA) is responsible to oversee and provide support to the mandated agencies of the First Nations of Southern Manitoba Child and Family Services Authority in the areas of Single Envelope Funding (SEF), financial accountability, and reporting. The FA works closely with Financial Consultant Special Projects and the CFO and may provide coverage when these positions are away from the office. The FA is a member of the Finance and Administration Unit.

Key Responsibilities:

Agency Accountability, Reporting & Support

- Regularly interact with Mandated Agencies to ensure the timeliness and accuracy of the SFNNC's monthly, quarterly, and annual financial reporting requirements.
- Collect, review, format and electronically save all Agency monthly Child Maintenance reporting documents.
- Work closely with the CFO, Service Personnel, and mandated agencies, to quantify case transfers in and out of SFNNC's agencies. The incumbent will be responsible for the calculation of funding adjustments based on duly approved Inter Authority case transfer policies.
- Attend regular meetings with Mandated Agencies and provide financial advice and support to upon request.
- Analyzes the financial information provided by mandated agencies to identify funding issues such as provincial surpluses or deficits, cash flow issues, proper recording, and presentation. Concerns or irregularities are brought to the CFO's attention.
- Participates in the development of new or changing funding policies.
- Performs other duties as assigned.

Southern First Nations Network of Care Financial Operation & Support

- Process bi-weekly payroll and weekly accounts payable.
- Perform monthly balance sheet reconciliations.
- Support the preparation of monthly financial reports and assist with the year-end audit process.
- Conduct financial analysis and reporting as assigned.
- Performs other duties as assigned.

Qualifications:

To successfully perform this job, the individual must be able to perform each key responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Bachelor's degree in accounting, Finance, or a related field, and/or actively enrolled in or completion of a professional accounting designation (e.g., CPA, CAFM). An equivalent combination of education and experience may be considered.

Professional Employment Opportunity continued...

- Minimum of 3 years of relevant accounting experience, preferably in a non-profit or public sector environment.
- Demonstrated experience processing full-cycle payroll, including bi-weekly payroll administration, payroll remittances, and compliance with applicable legislation (e.g., CRA requirements).
- Experience with accounts payable processes, including invoice processing, payment preparation, and vendor management.
- Proficiency with accounting and payroll systems, with experience in Sage 300 and Payworks, considered a strong asset.
- Strong understanding of payroll regulations, statutory deductions, and reporting requirements.
- Well-developed financial analysis and reconciliation skills.
- Experience in public accounting and/or auditing is considered an asset.
- Strong attention to detail, accuracy, and ability to manage multiple deadlines.
- Demonstrated interpersonal skills and ability to work effectively in a team environment.
- Ability to exercise sound judgment and handle confidential information with discretion.
- Understanding of Indigenous culture and traditions is considered an asset; ability to communicate in an Indigenous language is an asset.

Other Requirements:

- A satisfactory and current Criminal Record Check with vulnerable sector search.
- A clear and current Child Abuse Registry Check and Prior Contact Check.
- A valid class 5 MB driver's license and regular access to a reliable vehicle for business travel.

CLOSING DATE FOR APPLICATIONS: Open until filled.

Please submit your cover letter, resume, and three work related references to:

Human Resources
Southern First Nations Network of Care
1151 Sherwin Road, Winnipeg, MB R3H 0V1
Fax: (204) 783-7996 or Email: hr@southernnetwork.org

Preference will be given to qualified First Nation candidates.

Please self-identify as First Nations in your cover letter.

If you require an accommodation during the recruitment process, please contact HR at hr@southernnetwork.org.

We thank all who apply and advise that only those selected will be contacted for further consideration.