



EMPLOYMENT OPPORTUNITY

POSITION: Financial Analyst-Grants & Contributions
SUPERVISOR: Financial Controller
WAGE: Ranging from 65K to 70K depending on Education and work experience.
STATUS: Full time position (72 hours pay period)
LOCATION: Atlin, British Columbia
CLOSING DATE: Until Filled

POSITION SUMMARY:

Reporting to the Financial controller, the finance analyst, Grants & Contributions will play an important role within Taku River Tlingit First Nation's (TRTFN) finance department. This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from multidisciplinary teams and various other professionals and agencies.

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES:

This position requires a range of skills: organizational, planning, coordination, advanced accounting knowledge, computer literacy. High standards of ethics and confidentiality to handle sensitive information is vital for this role. The Financial Analyst is expected, in other words, to become extremely fluent and knowledgeable within a reasonable period, about all funding and contribution agreements of the First Nation Government.

1. Knowledge of account payables, accounts receivables. Extreme proficiency in budgets preparation, analysis, and balanced scorecards.
2. Working with all TRTFN departments Managers to create an inventory system for all contribution agreements, whereas each department, very easily and conveniently, can have a quick understanding of their yearly/monthly funding available versus resources spent.
3. Collect copies of Accounts Payable related to each individual fund, update and inventorize excel sheets report showing up, for each fund, the daily expenses and balance, and prepare monthly reports for the department managers accordingly.
4. Identify the specifics of each fund, and work with the department manager and Accounts Payable to ensure spending of allocated funds is conform to the contribution agreements' conditions.
5. Prepare, review, and submit required reports prior to due date to various governmental funding agencies, in coordination with managers and Senior accountant/Financial controller.
6. Prepare monthly and quarterly statement about spending/versus available funds and submit to financial controller/department managers.
7. Along with financial controller and senior accountant, assist in the preparation of yearly and monthly departmental budgets and forecast; participate in all financial related meetings.
8. Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.

9. Must be willing to be a member and participate in the Audit and Finance Committee meetings.

EDUCATION, SKILLS AND EXPERIENCE:

- A Bachelor of Accounting/Finance/Administration from a Canadian university (4 years degree) and at least 2 years of proven work experience (Required)
- **Post graduate degree in finance, accounting, or administration will be highly favored.**
- Two years of directly related experience supporting senior level finance professionals.
- Experience working in SAGE, SAP, or another major accounting software **(Required)**

CONDITIONS OF EMPLOYMENT:

Police Clearance & proof of vaccination **(Required)**

****PREFERENCE GIVEN TO TLINGIT FIRST NATION CITIZENS****

“An eligibility list will be maintained on competitions for 12 months for those employees who qualify for the skills required but are not the highest-ranking candidate in the competition.”