



*First Nations Health Managers Association*  
*Association des gestionnaires de santé des Premières Nations*

The First Nations Health Managers Association (FNHMA) currently has an opening for a full-time **Finance Officer**. Are you an experienced finance professional? Do you want to work in a fast-paced environment with a great team? Can you work independently? If so, then this is the opportunity for you!

FNHMA is a not-for-profit national professional association involved in expanding health management capacity for First Nations. FNHMA provides leadership in First Nation health management activities by developing and promoting quality standards, practices, research, certification, networking and professional development to expand capacity for our members and First Nations.

Reporting to the Director of Corporate Services (DCS), the Finance Officer is responsible for performing a variety of accounting and bookkeeping functions to ensure that financial management of FNHMA's resources complies with commonly accepted accounting standards for non-profit organizations and requirements for funding agreements.

Specific responsibilities include, but are not limited to:

- Preparing for FNHMA's annual financial audit
- Preparing financial statements for the DCS, CEO and Board of Directors
- Preparing financial management reports for FNHMA Directors
- Supporting FNHMA Directors with budgeting and forecasting
- Preparing financial reports/statements in compliance with funding agreements
- Conducting month-end activities including general account reconciliations and preparation of variance reports
- Ensuring that accounting is done in compliance with FNHMA policies and internal controls
- Preparing and coordinating bank deposits
- Preparing and processing bi-monthly payroll through Ceridian
- Maintaining up to date payroll records
- Processing payments for employee benefits
- Maintaining and filing FNHMA confidential personnel information
- Handling of accounts receivable, accounts payable, preparation of monthly and yearly financial statements, bank reconciliation, GST/HST filings and corporate tax filings
- Client/Student billing process – assume the role for billing support analysis and audit
- Assisting in membership billing and conference financial transactions
- Reconciliation of monthly credit card invoicing
- Working with external parties including auditors as required
- Internal company mail management (receipt and delivery to internal staff members)
- Recording and maintain log of incoming mail
- Working with other staff to confirm registration lists and payment
- Filing of company documentation
- Managing inventory of office supplies

**The Finance Officer will perform their duties from the FNHMA office located in Akwesasne, Ontario.**



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## Qualifications

- Currently possessing, or committed to earning, a recognized accounting designation such as the CPA or the CAFM
- A two-year post secondary diploma in business administration, accounting, bookkeeping or related field of study with a minimum 3 years' experience in an office environment will be considered
- Experience with accounting tools/software (Quickbooks)
- Detail oriented
- Strong communication skills
- Experience in financial recordkeeping
- Experience with payroll processing
- Three years of relevant work experience preferably in a not-for-profit professional association working with volunteers and exposure to online learning activities
- Strong office and organizational skills
- Excellent interpersonal skills an ability to work with members and co-workers in a professional manner
- Ability to work under pressure, manage multiple deadlines and change priorities with ease
- Strong work ethic with the ability to work independently with minimum supervision

**Salary Range:** Competitive salary and benefits package.

**Term:** Permanent

## Working Conditions:

- **This position works out of our head office located in Akwesasne, ON**
- Some travel may be required to Ottawa and to support the FNHMA National Conference (various locations across Canada, once a year)

**Closing Date:** Extended to Friday, March 1, 2019 at 5:00 pm EST

## Please submit your resume and cover letter to:

Connie Toulouse  
Director of Corporate Services  
341 Island Road, Unit E  
Akwesasne, ON K6H 5R7  
[connie@fnhma.ca](mailto:connie@fnhma.ca)

*Preference will be given to Indigenous candidates. Only those selected for an interview will be contacted.*