



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Position Title:** Finance Analyst  
**Position Type:** Internal/External  
**Location:** Hiawatha, ON  
**Duration:** Full-Time Permanent  
**Posting Closes/Deadline:** November 23, 2023 at 11:59 pm  
**Tentative Interview Date:** November 27-29, 2023  
**Salary Range:** To be negotiated based off qualifications

### **About Us:**

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1000 registered citizens, with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

### **Position Summary:**

The Finance Analyst is responsible for handling the company's accounting procedures and advising on general financial matters. The incumbent is responsible for the analysis and presentation of financial information. The incumbent must follow all accounting principles and legislation, including GAAP and PSAS, and contribute towards the achievement of the strategic plans of the organization, adhering to the HFN vision and values.

### **Reporting and Relationships:**

This position will report to the Finance Manager, but will sometimes take direction from the Finance Comptroller. This position has no direct reports. This position will work with and advise a variety of managers and staff on budgeting, accounting, and other financial matters. They will also work with government agencies, political-territorial organizations and citizens of Hiawatha.

### **Main Responsibilities**

- Preparing journal entries, analyses, and account reconciliations; collaborating with cross-functional teams to ensure proper recording of financial transactions and alignment with operational activities.
- Performing detailed analysis of financial transactions and accounts, investigating discrepancies and proposing adjustments as needed.
- Assisting with quarterly close processes, preparing monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with GAAP, and alignment with internal policies;
- Contributing to the development of annual operating budgets and performance projections;
- Assisting in the completion of the annual audit;
- Maintaining fixed asset records including depreciation schedules, asset capitalization, and disposals;
- Supervise the accounting functions of community-owned businesses, processing and reconciling all information retrieved from the point of sale system into Sage 300;
- Perform inventory transfers and adjustments in the accounting software to ensure accuracy of the inventory quantity and cost;
- Integrate financial reporting processes for current and future community-owned businesses;
- Develop, recommend, and implement procedural improvements related to accounting;
- Answer accounting and financial questions by researching and interpreting data;
- Examine and maintain cost-finding, reporting and internal control procedures
- Monitor and ensure compliance with the Financial Administration By-Law

- Assist in the implementation and maintenance of financial software systems, contributing to process improvements and automation initiatives.
- Assist in the integration of new accounting software or tools, providing training and support to team members as needed.
- Collaborate with management in the evaluation of potential accounting risks and opportunities, offering recommendations for mitigation or enhancement.
- Conduct variance analysis to identify deviations between actual financial results and budgeted/forecasted figures, and provide recommendations for corrective actions;
- Institute improvements to improve on timeliness of reporting on
- Prepare financial models and scenarios to support business planning, development, expansion, and investment decisions;
- Assist in the evaluation of potential business opportunities, mergers, acquisitions, and partnerships by conducting financial due diligence and risk assessments.
- Participate in strategic planning meetings to provide financial insights and recommendations that align with the company's long-term goals.
- Review and evaluate internal controls and processes to ensure compliance with company policies, regulations, and best practices;
- Support the development of key performance indicators (KPIs) and dashboards to track and communicate business performance metrics;
- Research and offer insights into industry trends, competitive analysis, and market conditions that may impact the company's financial performance and strategic direction;
- Ensuring that all HFN policies and procedures, accounting principles, funding arrangements and other requirements are adhered to;
- Alerting the Finance Manager of any possible contradictions to policy;
- Other duties as assigned.

#### **Requirements:**

- Post-Secondary diploma or degree in Accounting, Business Administration, or another related field;
- Minimum three years' accounting experience, or another relevant financial management field; OR
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Designations such as a CA, CPA, CFA, CAFM are an asset;
- First Nations financial management experience is an asset;
- Must provide a clear CPIC
- Valid Driver's License and vehicle

#### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of Generally Accepted Accounting Principles ("GAAP");
- Knowledge of Public Sector Accounting Standards ("PSAS") is an asset;
- Experience with accounting software; prior experience with Sage 300 is an asset;
- Experience with computer programs (i.e. Microsoft Excel, PowerPoint, etc.);
- Analytical with strong attention to detail; demonstrated problem-solving ability;
- Exhibits a high degree of initiative and self-direction;
- Excellent organizational, time and file management skills;
- Ability to work within tight deadlines;
- Ability to work as an individual and as part of a team;
- Ability to maintain strict confidentiality;
- Ability to liaise with stakeholders;
- Ability to speak to groups;

#### **Behavioural Competencies:**

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Ability to work in a team environment
- Results Oriented
- Personal Effectiveness

- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

**Working Conditions:**

- Extended periods of sitting with moderate periods of concentration
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
431 Hiawatha Line  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

By fax: 705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*