



NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL IS SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF

FINANCIAL OFFICER

The New Brunswick Aboriginal Peoples Council (NBAPC) is seeking a hands-on, success-driven finance professional to fill the important role of Financial Officer. The successful candidate will support the financial administration and transactions of NBAPC and their related entities, the Aboriginal Seafood Network Inc (ASN) and the Indigenous Skills & Employment Training Program (ISETP), ensuring timely and accurate completion of reports, and effective communication of financial matters to all departments and the Board of Directors.

Who we are

NBAPC is the voice for over 28,000 Status and Non-Status Aboriginal People who reside within the Province of New Brunswick – providing an organization for off-reserve Aboriginal People for the purpose of advancing their cultural, traditional, economic, and general living conditions.

NBAPC was incorporated as a small non-profit organization in 1972 and has grown significantly over the last 50+ years of operation. Over the years, NBAPC has endeavoured to improve the social and economic standards of the off-reserve Aboriginal People of New Brunswick, and in doing so, has implemented long-term programs such as Housing, Economic Development, and more.

Responsibilities

The Financial Officer will be responsible for various financial and administrative responsibilities across the three entities – NBAPC, ASN, and ISETP. They will provide financial and accounting support to colleagues, clients, and stakeholders, interacting with all departments. The Financial Officer shall be reporting to the NBAPC Executive and the Board of Directors, and working closely with the Executive Director, for special projects and program reporting as directed. Specific responsibilities include, but are not limited to:

Financial:

- Support the daily financial operations, including timely completion of payables, receivables, and journal entries
- Provide accurate and timely financial statements to the Board of Directors, management, and various funding agencies
- Provide accurate and timely reports and payments to the Receiver General
- Prepare monthly banking and credit card account reconciliations for review
- Assist in the preparation of budgets for funding applications

- Prepare annual financial (operating) budget for each organization, and develop budgets required for project applications
- Monitor and manage budgets, including actively monitoring expenditures, identifying variance analysis, and reporting to the Executive Director and Board of Directors, as requested
- Ensure expenses are appropriately tracked and allocated between ongoing projects based on contribution agreement requirements
- Reconcile daily transactions to ensure accounting system reflects the correct transactions in a timely manner
- Assist with the annual audit, ensuring effective resolution and swift closure of auditing activities

Administrative:

- Act as key point of contact for all stakeholders on financial and accounting matters including vendors, funders, program managers, staff, and Board of Directors
- Coordinate the review and approval for all payables (and other related purchasing)
- Process invoices, and prepare expense claims and approvals for cheques for signing authorities – ensuring timely payment to vendors
- Review and validate payroll, accurately posting to the accounting system and processing manual cheques for employees
- Prepare T4s and HST filings, and provide ROEs as requested
- Set up and maintain manual and electronic information filing systems, including the management of financial records and receipts
- Implement, maintain, and ensure adherence to financial policies and procedures, ensuring operational efficiency and accuracy
- Other financial and administrative responsibilities, as requested by Executive Director and Board of Directors

Requirements

- Degree or diploma in Business, Accounting, or a similar field of study, or an equivalent combination of education, training, and experience
- 3-5 years of experience in a role with similar responsibilities (preferred)
- Experience in a similar role in a not-for-profit environment, including supporting the finance function across both restricted and non-restricted funds
- Experience preparing monthly, quarterly, and annual financial reports and related analysis
- Proficiency in Microsoft Office, especially Excel
- Familiarity and comfort using Sage 50, Simply Accounting, and QuickBooks
- Ability to organize, manage and prioritize tasks to meet deadlines
- Excellent analytical, troubleshooting, and problem solving abilities
- Experience working with internal and external stakeholders, such as auditors and legal counsel
- Strong written and verbal communication skills
- Ability to multitask while remaining detail-oriented

- Excellent ability to work both independently as well as in a team at various organizational levels
- Strong understanding of confidentiality

The ideal candidate is a highly motivated, success-driven individual who is empowered not only by the work they do, but the organization they work for, and the cause that they support. Due to the nature of the role, the successful candidate must be willing and capable of taking a hands-on approach to the related financial and administrative responsibilities, understanding that the accuracy and efficiency of their work is an integral part of NBAPC's overall success.

If you are looking to leverage your accounting and administrative skills in an organization where you can help make a true difference in the lives of others, we want to hear from you.

Qualified individuals are asked to submit a resume and cover letter to Grant Thornton via email directly at the following email - ClientApplications@ca.gt.com.

Please cite **"Financial Officer – NBAPC"** in the subject line and submit no later than **April 28, 2023**

We appreciate all expressed interest in this position, however, only candidates selected for interview will be contacted. No phone calls please.

The New Brunswick Aboriginal Peoples Council is committed to the recognition and reconciliation of both on-reserve and off-reserve Aboriginal Peoples and providing an environment of equality and inclusion. We encourage and consider applications from all qualified individuals regardless of race, religion, colour, gender, identity or expression, sexual orientation, national origin, disability, age, or those of other minority groups. Members of designated groups are encouraged to self-identify.

Salary range: \$60,000 - \$80,000

Compensation within the specified range will be commensurate with candidate experience and qualifications. Offers of employment with the New Brunswick Aboriginal People Council will be made contingent on clear criminal records and background check.