



# Ontario Federation of Indigenous Friendship Centres

## JOB POSTING



### Financial Support

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 28 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

#### **Responsibilities:**

To provide accurate and timely processing, preparation and monitoring of expenditure transactions, including Accounts Payable and Accounts Receivable.

***A job description is attached.***

#### **Qualifications:**

- Awareness of Indigenous culture;
- Knowledge of Accounts Payable and Accounts Receivable;
- Working knowledge of an accounting software such as Accpac;
- Ability to maintain a high level of accuracy;
- High proficiency in Microsoft Office Suite (Word, Excel, Access, Outlook, etc.);
- Confidentiality;
- Attention to detail;
- Reliable;
- Time Management;
- High school diploma/GED;
- Minimum 1 year of financial experience;
- Post-secondary education in Accounting desirable;
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer; and
- Candidate must be able to register with Miziwe Biik Aboriginal Employment and Training.

#### **Contact Information:**

If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres

219 Front Street East, Toronto, ON M5A 1E8

Website: [www.ofifc.org](http://www.ofifc.org)

Fax: 416.956.7577

Email: [hr@ofifc.org](mailto:hr@ofifc.org)

**Date Posted:**

**1/16/2020**

**Posting Deadline:**

**Until Filled**

*Only those selected for an interview will be contacted*



# Ontario Federation of Indigenous Friendship Centres Job Description

Position Title:	<b>FINANCIAL SUPPORT</b>		
Grade:	External Funding	Created:	2019
Workgroup:	Finance	Approved:	
Supervision:	Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the Office Administrator.		

## **VISION**

### **Primary Objective:**

To provide accurate and timely processing, preparation and monitoring of expenditure transactions, including Accounts Payable and Accounts Receivable.

## **KNOWLEDGE**

### **Core Competencies:**

- **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC's Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.
- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.
- **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships which are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.
- **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).
- **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of "sharing" with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.
- **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.

**Technical Competencies:**

- Knowledge of Accounts Payable and Accounts Receivable
- Working knowledge of an accounting software such as Accpac
- Ability to maintain a high level of accuracy
- High proficiency in Excel and other MS Office applications (Word, Access, etc.)

**Behavioural Competencies:**

- Confidentiality
- Attention to detail
- Time Management
- Reliable

**Education/Work Experience:**

- High school diploma/GED
- Minimum 1 year of financial experience
- Post-secondary education in Accounting desirable

**REASON****Work Environment:**

Works in a safe and suitable office environment faced with set deadlines. Exposed to mid to high level computer use entering in financial information requiring intense concentration, high levels of accuracy and attention to detail.

**Working Hours:**

Flexible 35 hour work week. Evening hours may be necessary to meet work deadlines.

**ACTION****Scope:**

To provide accurate and timely processing of Accounts Payable and Accounts Receivable; ensuring OFIFC is in compliance with Federal/Provincial legislation and ensures payable processes are aligned with OFIFC's long-range strategic plan.

**Key Contacts/Relationships:****Internal**

Primarily communicates with the Finance Coordinator (for direction and approvals) and the Human Resources Manager (for payroll information and adjustments).

**External**

Communicates with Vendors providing basic payment inquiries.

**Key Responsibilities:**

Accounts Payable (50%):

- Inputs and processes vendor invoices for direct deposit or cheque payments (includes scanning cheques with supporting documentation and preparing pre-cheque and cheque registers);
- Circulates cheques and direct deposit payment files for review and signature by designated OFIFC signing authorities;
- Investigates and resolves invoice and payment variances;
- Assists in reconciling Accounts Payable sub ledger; and
- Maintains up-to-date vendor information files.

General Accounting Functions (35%):

- Prepares and maintains bank reconciliations;
- Maintains records management as required;
- Assists with month end reconciliations and reporting;
- Assists in preparation of financial reports; and
- Enters data as required.

Accounts Receivable (10%):

- Processes Accounting Receivables and incoming payments in compliance with financial policies and procedures;
- Performs collection calls to assigned receivable accounts;
- Verifies Accounts Receivables' data;
- Creates and processes invoices as part of the Accounts Receivable process;
- Assists in reconciling Accounts Receivable sub ledger;
- Prepares bank deposits; and
- Maintains Accounts Receivable vendor lists.

Other (5%):

- Promotes a healthy, safe work environment; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the Ontario Federation of Indigenous Friendship Centres (OFIFC).

Employee's Name:			
Employee's Signature:		Date:	

