



EMPLOYMENT OPPORTUNITY
First Nations Finance Authority

Financial Analyst
Competition No. 2020-FIN-01
Internal/External

Organization:	The First Nations Finance Authority (FNFA) is a national non-profit organization that provides financing, investment, and advisory services to First Nations Governments across Canada for economic development, social development as well as other capital projects. www.fnfa.ca
Summary:	Reporting to the Chief Financial Officer, the Financial Analyst completes financial analysis of communities seeking membership and borrowings from the FNFA while working in conjunction with other FNFA departments and individuals to facilitate the process. In addition, the position will aid in other finance and accounting tasks as needed, including reconciliations, general journal entry preparation, and others. Ensures that all statutory and law requirements of the organization are met in the performance of duty.
Role responsibilities include but are not limited to:	<ol style="list-style-type: none">1. Reviews client information (financial statements, agreements/contracts or other documents that support a First Nation's revenue streams supporting FNFA loans) and utilizes this information to complete financial and ratio analysis of First Nation communities at various stages of their relationship with FNFA.2. Assists with initial setup of new member accounts and associated administration.3. Completes reconciliations of various fund balances and preparation of detailed support for internal and external reporting.4. Assists with preparing reports on status of FNFA members to senior management as well as preparation of reports to be provided to FNFA Board of Directors.5. Assists with gathering and disseminating information required for credit rating agency analysis.6. Stores and records clientele information in compliance with administrative policy guidelines.7. Assists with the preparation of financial statements, estimates, summaries and other financial analyses and management reports for different levels of management.8. Prepares various financial analysis and ratio tracking.9. Performs other ad-hoc accounting, finance, and administrative duties as required.
Who Can Apply:	Persons of First Nations ancestry will be given preference. Applicants must possess: <ul style="list-style-type: none">• University degree in commerce, business, or accounting.• 3+ years combined experience in accounting and supervisory experience.• Acquired or progressing towards a professional accounting designation. The Certified Aboriginal Financial Manager (CAFM) designation is considered an asset.• Significant knowledge and understanding of current and acceptable finance and accounting practices and procedures.• Demonstrated superior attention to detail and accuracy.• Experience working with First Nations communities.• Excellent interpersonal skills, project leadership, teamwork and judgement.• Diplomacy, tact and decision-making ability.• Demonstrated planning and organizational skills.• Demonstrated ability to multi-task and set priorities to ensure timely completion of work within established deadlines.• Strong computer skills including Excel.
Compensation:	We offer a competitive compensation package within our internal salary grid.
Location:	The successful candidate will work in our head office located in Westbank, BC.
Duration:	Permanent full-time position.
Application process:	Please email your resume and cover letter with 3 work related references to: careers@fnfa.ca We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at anytime.
Deadline date:	Monday, June 29, 2020 by 3:00 p.m. (PT) Posted: June 5, 2020