



FINANCIAL ACCOUNTANT

Tikinagan Child & Family Services are seeking a Financial Accountant to join their team in Sioux Lookout, Ontario. Tikinagan Child & Family Services is a community-based child welfare agency rooted in and accountable to the First Nations communities they serve. With a large team of residential care workers, childcare workers, family service workers, community-based prevention workers, intake workers, and administrative staff, they protect their children, help their families, and nurture their communities.

Reporting to the Director of Finance and Administration, the Financial Accountant will be responsible for assisting with and supporting the various full cycle accounting functions, financial reporting, and analysis. This financial role will appeal to an individual who is willing to grow with the organization.

RESPONSIBILITIES

- Assist with ensuring that the agency's accounting systems are conducted according to accounting and financial management principles and practices.
- Assist with ensuring that financial operating and statistical reports accurately reflect the agency's operations and are prepared in accordance with the needs of the Executive Director, Management Team, Executive Committee, and Board of Directors.
- Assist with providing Management and the Board with reliable information necessary to manage and govern the agency.
- Assist with correct and accurate accounting classification of all receipts and expenditures, including capital.
- Assist with the maintenance of the agency's chart of accounts, assigning new accounts and classifications as necessary.
- Assist with managing the accounts payable function, ensuring that payments are made promptly within the confines of appropriate and sound cash management.
- Assist with managing the accounts receivable function and maintaining the funds and trust accounts.
- Assist with ensuring the reconciliation of all balance sheet accounts on a timely basis.
- Assist with preparing information reports as required by Government Organizations.
- Assist with maintaining an accurately itemized record of fixed assets and their values.
- To work with the auditors when auditing the agency's accounting procedures and records.
- Assist with preparing annual budgets for operating expenses, and submit proposals for funding, including compilation and interpretation of statistical information for performance-based funding.
- Assist with continuous review of performance against budget, interpreting operating results, preparing reports explaining deviations from budget, and support the preparation of appropriate recommendations to the Executive Director, Management, Executive Committee and Board, including analysis of charges in service levels and the impact on funding and expenditures.
- Prepare financial analyses and assessments as an integral aspect of program evaluation.
- Ensure that policies and procedures are kept current and are adhered to.
- Participate in Finance and Administration meetings as required.
- Perform other duties related to the finances of the Agency.

SKILLS & QUALIFICATIONS

- Enrollment in CPA program, or an equivalent postgraduate degree and experience.
- 5+ years of relevant accounting experience.
- Proven experience in financial and data management, preferably in a non-profit and/or performance funding setting.
- Demonstrated financial and analytical skills.
- Ability to work independently and work effectively in a team environment.
- Strong analytical skills, detail oriented, and able to meet deadlines.
- Knowledge of computerized management information systems.
- Knowledge and understanding of the cultural environment in which Tikinagan operates.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at applyvia@mnp.ca.

Closing Date: Until filled.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.