

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Finance Assistant



FIRST NATIONS
FISHERIES COUNCIL

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team. Through the *BC First Nations Fisheries Action Plan*, BC First Nations have directed the FNFC to support, protect, reconcile, and advance Aboriginal Title and Rights and Treaty Rights as they relate to fisheries and the health and protection of aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a united voice on fisheries matters.

POSITION SUMMARY:

The First Nations Fisheries Council is seeking an energetic, organized, hard-working individual to join our team. Reporting to the Chief Financial Officer, the Finance Assistant will support the CFO by performing intermediate accounting functions for several organizations including the First Nations Fisheries Society, First Nations Fisheries Legacy Fund Society and First Nations Fisheries Charity Fund Society. Some of these organizations are in the developmental phase and over time will create an opportunity for the right individual to grow with these organizations.

Areas of Financial Assistance/Support:

- Accounts payable processing
- Accounts receivable processing
- Banking and bank reconciliations
- Preparation of internal program/project statements
- Program/project funding and year end audit planning
- Human Resources and Information Technology support to the CFO
- Special Projects – Providing coordination/support to the CFO for Accounting, HR, IT, and Finance initiatives

WHAT WE'RE LOOKING FOR:

- You are genuinely interested in working for a not-for-profit organization.
- You have excellent financial and communication skills.
- You can be given an assignment and work independently.
- You know when to take initiative and when you need to ask for further direction.
- You are a personable, energetic and motivated team player who is highly organized, can multi-task, “get it done”, and perform to a high standard.
- You thrive in a dynamic, ever-changing work environment, and possess the ability to be flexible.

EDUCATION, EXPERIENCE AND COMPETENCIES:

- Diploma/Degree in Finance/Accounting
- Enrolled in the CPA Program
- Minimum two years' financial accounting experience (Fund Accounting experience is an asset)
- Excellent interpersonal and collaboration skills
- Highly organized with strong attention to detail and commitment to high quality work
- Excellent financial and communication skills
- Knowledge of MS Office is required – Excel, Word, PowerPoint, and Outlook
- Experience with Simply Accounting

TERMS:

Period of employment: Permanent full-time position starting in February, 2019.
Hours: 37.5 hours per week. Some flexibility with work hours.
Regular office hours are Monday to Friday, 8:30 am to 4:30 pm.

JOB LOCATION:

The FNFC office is located at 320 – 1200 West 73rd Ave., Vancouver BC.

APPLICATION DEADLINE:

Applicants are asked to email confidential letters of application and resume, providing details of work experience and three references before **4:00 pm on February 1st, 2019** to:

E-mail: careers@fnfisheriescouncil.ca

Subject line: FNFC Finance Assistant

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified Indigenous applicants will be given priority. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interview will be contacted.**

The posting may remain open until a qualified candidate is hired.