

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Bookkeeper
Full Time Permanent

POSITION: Bookkeeper

POSTING DATE: June 28, 2024

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Comptroller

HOURS OF WORK: Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.
Occasional evening and/or weekend work may be required to meet operational needs.

DUTIES:

Under the guidance of the Comptroller, provide full cycle bookkeeping services to MSIFN's related companies. These are currently Minogi Corp. and Noozhoo Nokiiyan Limited Partnership (NNLP) for payroll, accounts payable, accounts receivable, procurement, budgeting, cash flow planning, monthly account reconciliations, financial statement preparation, audit assistance, and analysis. This position also provides backup support to MSIFN payroll and AP activities.

KEY ACTIVITIES:

Payroll (Minogi and NNLP):

- Prepare and process. Ensure proper authorities on time sheets and maintain leave accrual balances from information on timesheets and lieu summary sheets
- Prepare and process payroll for MSIFN related companies' employees (currently Minogi Corp and NNLP)
- Act as benefits and pension administrator for Minogi ensuring timely enrollments, changes and terminations
- Maintain knowledge of both federal and provincial legislation and changes for payroll and provide information and guidance to staff and managers
- Payroll activities including remittances, (CRA, FRO, WSIB, EHT, etc.), data entry (including processing miscellaneous deductions and ensuring proper coding), spreadsheet reconciliation and allocation of wages to various departments/expense accounts. Ensure correct leave balances are on employee pay stubs
- Reconcile leave balances to payroll
- Assist with the training and support of employees in using time and attendance systems. Respond to internal/external request for information on payroll or accounting matters
- Prepare and issue ROEs as required
- Employee Benefits invoicing - Input monthly benefits costs into employee files and ensure employee additional insurance is recouped from individuals
- Year-end payroll related reconciliations and T4/T4A reporting, WSIB, EHT, Pension & Benefit year end reconciliation

Accounts Payable (Minogi and NNLP):

- Input cheque requisitions and invoices for payment (ensure appropriate signing authorities) into financial system, ensure accurate input of invoice details including calculating GST/HST amounts to be recovered if applicable and inputting same into taxes paid GL accounts
- Create and update vendor records in financial system, including inputting banking information provided by vendors for EFT remittances
- Prepare weekly payment batches (EFT, online and cheque) based on payment due dates to maximize potential discounts and usage of vendor payment terms, and to minimize late charges

- Reconcile A/P to GL at month end and year end including preparing reporting based on aged payables, for approval by Comptroller. Maintain all A/P files
- Research, issue stop payment instructions at the bank and reverse payment problems including liaising with vendors to resolve payment issues
- Process GL entries and requested / required

Accounts Receivable (NNLP and Minogi):

- Reconcile receipts from point-of-sale software in Minisi store
- Receive and record all rental income for NNLP including on-reserve and off-reserve rental contracts
- Record any other income for NNLP as required
- Reconcile receipts from online businesses
- Record and reconcile any dividends owed to NNLP
- Reconcile NNLP A/R to GL at month end and year end including preparing reporting based on aged receivables, for approval by Comptroller. Maintain all A/R files
- Record and reconcile any Minogi revenue (currently as a backup to MSIFN staff)
- Process GL entries and requested / required

Employer Income Taxes and Payroll Remittances (NNLP and Minogi):

- Prepare remittances for all employer payroll withholdings that are required to be remitted periodically
- Prepare, issue and file T4, T4A documents and all tax reporting related to employees
- Prepare, issue and file T4A documents and all tax reporting related to MSIFN students (backup)
- Act as a liaison for Minogi and NNLP with Canada Revenue Agency

Procurement (NNLP):

- Assist the NNLP Operations Manager with procurement tasks such as issuing purchase orders as required

Budgeting (Minogi and NNLP):

- Assist the MSIFN Comptroller and/or NNLP Operations Manager with budgeting tasks as required for NNLP
- Assist the MSIFN Comptroller with budgeting tasks as required for Minogi

Cash Flow Planning (Minogi and NNLP):

- Update daily cash flow forecast up to 90 days and provide to Comptroller and Finance Manager for review and approval
- Assist with long-term cash flow forecasting by updating cash flow plan up to 2 years forecast

Audit (Minogi and NNLP):

- Respond to inquiries from auditors during annual audit process, including supporting Comptroller as a point of contact for Minogi and NNLP
- Reconcile all Subledgers to the General Ledger
- Complete monthly reconciliations and prepare financial statements on a monthly basis for reporting purposes
- Complete year-end reconciliations for all remittance accounts
- Complete bank reconciliations on a monthly basis for approval by the Comptroller
- Prepare backup documentation to support account balances for audit book

Support to Related Entities:

- Provide backup support to MSIFN Finance staff for payroll, accounts payable or accounts receivable as required

Related and other duties:

- Special projects, assigned tasks, and financial analysis as assigned by the Comptroller or Finance Manager

PAY RATE: **\$37.53 (F1)**

MINIMUM QUALIFICATIONS:

- Two-year college diploma in accounting or bookkeeping or a related discipline or equivalent combination of education and related work experience
- Minimum 5 years of related work experience and minimum of 10 years of total work experience
- Payroll, Accounts Payable, Accounts Receivable

SPECIALIZATION REQUIRED:

- Attention to detail and accuracy and a high level of technical skills in accounting
- Ability to provide accurate, timely financial information to all stakeholders
- Organizational and time management skills to plan workload carry out activities concurrently and manage competing demands and time frames
- Advanced knowledge of QuickBooks and Sage accounting software including general ledger, accounts payable, payroll, accounts receivables, banking services, purchase order, EFT processing
- Above average computer skills: Microsoft Word, Excel, PowerPoint, email, internet
- Advanced knowledge of financial budgeting processes
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations
- Knowledge of legislation governing both federal and provincial employers – Canada Labour Code and Employment Standards Act
- Knowledge of Privacy legislation
- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer
- Familiar with office machines including computers, adding machines, photocopiers, fax machines, phone systems and postage machine

CONSIDERED AN ASSET:

- Bachelor's degree in business administration or a related discipline
- CAFM

PREFERRED EXPERIENCE:

- Work experience with a First Nation or Indigenous Organization

TO APPLY:

Applications must be submitted online via our website:

www.scugogfirstnation.com

Or through the direct link:

<https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/BKR1>

Complete an application online and include resume and cover letter.

DEADLINE:

Will remain open until filled

QUESTIONS:

Melissa Freire – Human Resources Coordinator

Phone: 905-985-3337 Ext. 236

Fax: 289-312-4647

melissa.freire@msifn.ca

Note: Consideration will be given to documented past employment performance, attendance and reliability History for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Indigenous" as defined in The MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"