



EMPLOYMENT OPPORTUNITY

Internal / External
Operations Officer - Finance
Contract (12 months)

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Job Summary:

The Operations Officer – Finance is responsible for financial processing of Accounts Payable, Payroll, Accounts Receivable and General Ledger.

This position also works closely with the Chief Financial Officer and FNTI staff in support of all business operations of FNTI.

Key Responsibilities:

- Accounts Payable
 - Using Sage, enters vendor number, account code, confirms documentation, record date, batch number, print, post batches, issue vendor payments weekly
 - enters other Pre-authorized payments into the Accounts payable module
- Accounts Receivable
 - Invoicing as required, receive, record payments received, issue receipts, post invoice and cash batches, weekly deposits, weekly reports, print and mail monthly customer statements
 - Follow up with accounts receivable for payments and make acceptable payment arrangement when required
- General Ledger
 - Preparation and posting regular journal and bank entries
 - post sub-ledger batches (AP, AR)
 - check clearing and control accounts. i.e. Visa statements.
- Administrative and Reporting
 - Prepare audit and other reports, as requested
 - Provide clerical support to the CFO
 - Process pay increase letters
 - Provide support to HR as required
- Payroll Services
 - Provide support to HR as required
 - Process weekly payroll for all salaried, hourly and contract employees.
 - Receives and reviews time sheets for completeness and accuracy;
 - Ensures hours and contract payments are categorized and allocated to the correct department (as assigned by Management)

- Follow appropriate procedures for adding and terminating employees (ensures accuracy and currency of employee data)
- Updates tax forms; distributes pay stubs electronically
- Produces payroll reports for management's authorization; submits weekly payroll, ensuring completeness, accuracy and timeliness
- Provides general information to managers and employees with regard to Payroll/Finance policies and practices
- Advises managers of payroll processes and any potential issues and/or concerns, including sensitive and confidential issues
- WSIB, EHT, CRA and Pension Remittances Monthly and T4's annually
- Work toward and support the strategic priorities of the Institute while adhering to the Values, Mission and Vision
- Other duties as assigned

Qualifications and Competencies:

- Two-year Business Diploma in accounting/finance, human resources, or office administration and three years relevant work experience or an equivalent combination of education/training and experience
- Proficiency in the use of computers, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Microsoft Office 365, web-based systems, Sage and/or other accounting software, and internet usage
- Demonstrated ability to create and maintain effective processes and systems
- Demonstrated attention to detail, accuracy and confidentiality
- The ability to work independently and within a team environment
- Excellent oral & written communication and customer service skills
- Excellent problem solving and critical thinking skills
- Great at organizing, prioritizing and multitasking
- Experience in an educational setting an asset
- Cultural knowledge and appreciation of Indigenous peoples

All qualified applicants are welcome to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.

Conditions of Employment and Additional Notes:

- Successful candidate must provide a satisfactory CPIC and vulnerable sector check
- Possession of a valid Class G driver's licence
- Willing and able to work remotely, based on operational requirements
- Starting salary rate is \$25.14 per hour

Please forward cover letter, resume, and two references by noon on December 6, 2022

to:

Samantha Souliere, HR Manager

Email: HR@fnti.net

Thank you for your interest with FNTI. Only those selected for an interview will be contacted.

For more information, please visit us at www.fnti.net