JOB DESCRIPTION

November 18 2025

SENIOR FINANCE OFFICER – REVENUE & BUDGET (SFO)

PURPOSE OF THE POSITION

The Senior Finance Officer is responsible for Accounts Receivable, Revenue and Budget administration for ONS and its related entities as well as for providing budget and reporting support to the operational managers.

SCOPE

The Senior Finance Officer reports to the Band Manager with overall accountability to the Chief and Council.

RESPONSIBILITIES

1. Maintain funding agreement records and related program budgets
   Main Activities
   a. Create, input and maintain program budgets on a fiscal year basis in the accounting system.
   b. Update and maintain the chart of accounts (i.e., create departments and accounts) in Adagio/FMIS/Paydirt) to manage program and funder reporting.
   c. Maintain well-organized electronic system for Funding Agreements in a file share.
   d. Maintain calendars and checklists to ensure program and financial reporting requirements are met for each agreement. Assist non-financial and program staff with using and understanding financial information when needed.
   e. Monitor actual-to-budget results and liaise with program managers to identify/investigate/resolve variances.
   f. Reconcile funding agreements to revenue accounts to ensure accuracy and completeness.
   g. Prepare financial reports and account analysis.

2. Review, process, enter and post A/R invoices and revenue entries.
   Main Activities
   a. Ensure accurate coding and allocation of revenues between programs and entities.
   b. Prepare and issue sequentially numbered invoices from the accounting system for services and supplies. Ensure HST/GST is applied to invoices, where applicable.
   c. Prepare and post A/R and revenue entries for government funding. Calculate and post amounts owing at year end (A/R).
   d. Enter and post bank deposits and electronic deposits.
   e. Review and reconcile aged trial balance to control account monthly and follow up on amounts more than 30 days past due.
   f. Respond to revenue and budget inquiries from staff, customers and funders.

3. Prepare and file HST/GST returns and rebate applications for ONS and its related entities..

4. Review and approve payment file uploads prepared by A/P and P/R staff – ensure accuracy of account/department coding and general reasonableness of costs.

5. Be thoroughly knowledgeable of and able to perform Payroll and Accounts Payable duties to ensure overall continuity of accounting services (eg Vacation coverage)

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Main Activities

a. Participate in cross-training and job rotations within the finance department for periods of 1 week to 3 months, as assigned, to ensure continuity of accounting services.
b. Assist with delivery of training on finance policy and procedural matters to accounting and non-financial staff.

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications and Professional Certifications The Senior Finance Officer would normally attain the required knowledge, skills and attributes through completion of an accounting diploma (or equivalent) in conjunction with at least 5 years of work experience in all aspects of non-profit or First Nation finance office work environment. Experiential requirements may be reduced for candidates pursuing a professional accounting designation.

Knowledge The Senior Finance Officer must have highly proficient knowledge in the following areas:

- Detailed use of accounting software (Adagio experience preferred)
- Expert in all aspects of non-profit accounting (A/R, A/P, P/R, G/L & F/S)
- Administration of federal and provincial funding agreements.
- Accrual accounting, internal controls and budget management
- A general understanding of ONS's Membership and their socio-economic, cultural and political environment

Skills The Senior Finance Officer must demonstrate the following skills:

- ability to work both independently and as part of a team
- excellent mathematical, analytical and problem-solving skills
- strong verbal, written and listening communications skills
- computer skills including the ability to operate accounting, spreadsheet, word-processing, email and other office productivity applications at a highly proficient level
- ability to meet deadlines
- ability to understand, interpret and prepare financial documents
- strong organizational, stress management and time management skills

Personal Attributes The Senior Finance Officer must also demonstrate the following personal attributes:

- be honest, trustworthy and respectful
- possess cultural awareness and sensitivity
- maintain strict confidentiality
- demonstrate sound work ethics

WORKING CONDITIONS

Physical Demands

If not located in Saugeen, the Senior Finance Officer will be required to travel to the First Nation to liaise with financial and non-financial staff and stay in temporary accommodations in a semi-remote site for at least 8 work days per month. S/he may also spend long hours sitting and using office equipment and computers, which can cause muscle strain.

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Environmental Conditions

The Senior Finance Officer manages a number of tasks at one time and may be interrupted to provide information to senior management, program managers, funders or staff. The environment can be busy/noisy and s/he will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Senior Finance Officer to concentrate.

Mental Demands

The Senior Finance Officer workload demands a high degree of concentration, ability to focus, accuracy and attention to detail while completing tasks of a variable nature.

The above statements are intended to describe the general nature and level of work being performed by the Senior Finance Officer. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOURS OF WORK

Regularly scheduled hours are Monday through Friday 9am to 5pm with a one hour paid lunch break.

SUN	MON	TUES	WED	THU	FRI	SAT
	8	8	8	8	8	

Working overtime must be pre-approved and is paid out unless the employee requests to bank as flex time.

WORK LOCATION

The preferred work location is the Band Office in Ojibway Nation of Saugeen. Remote work may be considered provided that the employee agrees to travel to and work in-community at least 8 days per month.

CERTIFICATIONS

I certify that I have read and understand the responsibilities assigned to this position.

_____ _____ _____

Employee Signature Printed Name Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

_____ _____ _____

Band Manager or HR Signature Printed Name Date

I approve the delegation of responsibilities outlined herein within the context of the overall organizational structure.

_____ _____ _____

Chief's Signature Printed Name Date