



NORTHERN ISGA FOUNDATION

P.O. Box 338, Glenevis, Alberta T0E 0X0 Ph: 780-967-1035 Fax: 780-967-1039

Full-time, Permanent Employment Opportunity

Position Title: Finance and Payroll Administrator
Reports to: Executive Director

Position Description:

Under the direction of the Executive Director, the Finance and Payroll Administrator is required to maintain a complete and accurate set of finance and payroll records for the Northern Isga Foundation. The Finance and Payroll Administrator shall be responsible for organizing and managing the budgeting process and ensuring timely and reliable financial reporting of results to management, the Northern Isga Foundation Board of Directors and Alberta Gaming, Liquor and Cannabis.

Duties:

- Manage the payroll system and maintain payroll records, insured benefits deductions, pension plan contribution deductions, employer contributions and vacation payments.
- Process employee payroll and accounts payable as scheduled to ensure payments are processed on time.
- Ensure filing systems are maintained in accordance with requirements of AGLC and Northern Isga Foundations policies and procedures.
- Maintain all pertinent records relating to revenues, expenses, receivables and other assets, payables and other liabilities, etc.
- Ensure all accounts payable/receivable payments are processed and recorded in a timely manner.
- Maintain records of contracts, leases, Workers Compensation Board premiums, general business insurances and schedule their review and renewals.
- Ensure employee T4's and all other pertinent information is accurately prepared for tax filing by the last day of February each year.
- Maintain records of Grant Funding commitments and ensure timely compliance with reporting and performance obligations.
- Constantly review policies to ensure compliance and recommend changes to improve financial control, accountability and sound fiscal management of resources.
- Prepare accounting and financial reports for management and the Board of Directors on an accurate, reliable and timely basis.
- Monitor bank accounts to ensure balances are adequate to meet financial obligations, and promptly inform the Executive Director of any concerns or need to inter-account transfers.
- Work with Auditors to ensure readiness, accuracy, completeness and acceptability of financial records, reports and information organization.
- Review all Contribution Agreements to determine appropriate reporting and compliance requirements, inform management, and monitor to ensure obligations are met.
- Maintain awareness of cheque signor's availability to schedule or ensure timely cheque issuing.
- Develop, nurture and maintain cooperative relationships with suppliers, service providers and funded agencies.
- Ensure security is maintained on the accounting system, files, cheque supply, etc.
- Developing and documenting the use of appropriate cheque requisition forms, expense claim forms for use and updating the procedures to ensure compliance with the Financial Policy Manual.
- Participate in Board of Directors meeting, staff meetings and other meetings when required.
- Other duties as requested by the Executive Director

Assistance to Executive Director:

- Planning and organizing.
- Personnel policy reviews
- Salary range reviews
- Benefit Plan reviews
- Salary/wage budgets
- Compiling documents and information relating to all financial reporting systems

Performance Measures:

- Full and timely participation in management meetings as required.

Skills and Abilities:

- Multi-task and work well under pressure
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
- Balances program team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.

Requirements:

- Payroll Professional Certification, Payroll Compliance Practitioner Certification or completion of college/university or other courses in accounting, bookkeeping or payroll administration
- Familiar with current payroll and accounting software.
- Criminal Record Check
- **Desirable but not mandatory** - A minimum of 1 years of experience in a Finance/Payroll role

To apply, please submit a cover letter, resume and criminal record check to:

Email to: Lois Kootenhayoo, Executive Director
Northern Isga Foundation
lois.kootenhayoo@nif133.ca

In person: Northern Isga Foundation Head Office
Alexis Nakota Sioux Nation

Closing date: August 23, 2024 at 4:00 pm

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