



INDEPENDENT FIRST NATIONS ALLIANCE

Job # 155 Health Services Budget Coordinator

Location: IFNA Sioux Lookout Office (in person)

Department: Health Services

Type of Role: Full-Time

Are you passionate about providing financial reporting, documentation, and administrative support to ensure the smooth operation of health services programs? We're seeking a dedicated individual to join our team as a Health Services Finance Budget Coordinator. This role requires strong mathematical, analytical, and problem-solving skills. As well as exceptional organizational skills, time management, and strict confidentiality. The role will report to the Health Administration Manager.

Responsibilities:

- Monitor actual-to-budget results and liaise with Program Managers to identify, investigate, and resolve variances.
- Reconcile funding agreements to revenue accounts to ensure accuracy and completeness.
- Prepare financial reports and account analysis.
- Review and reconcile supplier account statements monthly for the Jordan's Principle program; ensure timely processing of reimbursements for clients and vendors.
- Create, input, and maintain program budgets annually in the accounting system.
- Maintain a well-organized electronic system for Funding Agreements.
- Manage funding agreement records and related program budgets.
- Maintain calendars and checklists to ensure compliance with program and financial reporting requirements for each agreement.

Position Requirements:

- Completion of an accounting diploma (or equivalent) or pursuing a professional accounting designation.
- A minimum of 1 year of work experience in finance, non-profit, or First Nation finance work environment preferred.
- Experience in all aspects of accounting (accounts receivable, accounts payable, payroll, General Ledger, and Financial Statements) required.
- Experience with federal and provincial funding agreements.
- Experience with accrual accounting, internal controls, and budget management.
- Strong knowledge of accounting software (Adagio preferred).
- Proficient in the use of Microsoft Office Suite.
- Driver's license G with clear driving abstract and available reliable vehicle
- Ability to travel on occasion to IFNA communities when required.



- Ability to provide a clear Criminal Record Check with Vulnerable Sector and Child Abuse Registry Check.
- A good understanding of the culture and the language is a definite asset.
- Familiarity with the independent First Nations Alliance First Nations is also an asset.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to the efficient operation of health services programs and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

Salary Range: \$68,430 - \$75,315

Schedule: Regular hours from Monday to Friday with weekends, overtime and on-call availability.

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job # 155**. We look forward to welcoming you to our team!

Deadline: August 12, 2024

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.