



POSITION TITLE:	FUNDING FINANCIAL ANALYST
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	FINANCE MANAGER
CLASSIFICATION:	FULL-TIME CONTRACT (UNTIL MARCH 2025)
LOCATION:	EAST REGION
POSTING DATE:	JANUARY 19 TH , 2024
CLOSING DATE:	JANUARY 31 ST , 2024

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Finance Manager, the Financial Funding Analyst is responsible for assisting the Director of Finance & Operations and the Finance Manager in all aspects of the operations of the finance department. This includes tracking of Jordan's Principle (JP) applications, reconciling financial transactions and analysis of financial information using Dadavan and Excel spreadsheets for monthly results and reporting.

RESPONSIBILITIES

- Analyze Jordans Principle applications for approvals, denials, and financial transactions as requested by Indigenous Services Canada
- Analyzing cost codes and seeing trends of the types of cost codes
- Prepare worksheets for Finance and management for financial reconciliations and audit reports.
- Help prepare ISC Financial Statement
- Processing financial payments in our new database system (Dadavan as well as CPIN)

OTHER DUTIES

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- University or college education in business administration, commerce, finance or related fields
- Accounting designation is an asset.
- A minimum of two (2) years of experience in a finance or a financial analysis role
- Experience working within Child Welfare and/or Indigenous setting would be considered an asset.

Knowledge Requirements:

- Strong working knowledge of CPIN/ORACLE would be considered an asset.



- Working knowledge of Dadavan database would be considered an asset.
- Awareness of Generally Accepted Accounting Principles (GAAP)
- Financial research/analysis techniques and experience is a must.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

Ability Requirements:

- High proficiency in financial modeling techniques.
- Demonstrated ability to work independently and as part of a team.
- Ability to set priorities and meet strict deadlines.
- Superior computer skills: Advanced Microsoft Excel user and the general use of a variety of applications.
- Understand fund accounting principles and public sector accounting standards.
- Maintain a high level of professionalism to deal with confidential information.
- Good verbal and written communication skills.
- Excel in working in a fast pace, dynamic environment and have demonstrated time management and organizational skills and an ability to prioritize.
- Demonstrated ability to pay attention to detail.
- High level of accuracy in preparing and entering information.
- Be familiar with the financial requirements associated with federal funding
- Be thoroughly familiar with the implementation and use of Financial Management Policies.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

ACCOUNTABILITIES

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which has impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

WORKING CONDITIONS

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

evenings and weekends. We recognize however, that needs may need to be met outside of these hours from time to time. We have a flexible work policy where we aim to maintain an 8 hour daily schedule (inclusive of a 1 hr lunch) whenever possible. There may be occasions where your scheduled start and end time will vary outside of 8:30am-4:30pm or that you will need to work extra hours.

SALARY RANGE

\$61,274.70 - \$73,839.30, depending on qualifications and experience.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.