



**FIRST PEOPLES**  
economic growth fund

## Accountant/Office Manager

---

First Peoples Economic Growth Fund Inc. (FPEGF) is a diverse, not-for-profit financial institution. Our mandate is to support the development and growth of Manitoba's First Nation business community by providing access to debt financing for viable businesses.

The Accountant/Office Manager reports directly to the CEO and is responsible for all financial matters. The position requires great communication and organizational skills, excellent record-keeping, and meticulous attention to detail. The successful candidate will work with a dynamic team to provide exceptional service to the First Nation business community.

---

### **Key Duties and Responsibilities:**

- Prepare monthly financial statements for CEO review; quarterly financial statements for Board of Directors' review and approval.
- Process accounts payable in a timely and accurate manner.
- Process accounts receivable ensuring timeliness, accuracy of account codes, and appropriate backup.
- Monitor payroll in tandem with third party payroll company, includes reconciling T4 information.
- Monitor benefit plans to ensure correct billings and payroll deductions
- Monitor employee benefit plans and report any changes to appropriate company contacts.
- Reconcile GL to bank statements in accordance with FPEGF policies on a monthly basis.
- Ensure organization complies with all legislation pertaining to taxation and withholding payments.
- Perform daily cash management and bank reconciliation updates.
- Process monthly accounting entries regarding discounted loan values in accordance with GAAP and FPEGF policies and procedures.
- Monitor cheque writing policies and procedures to ensure compliance with FPEGF policies and procedures.
- Reconcile all General Ledger accounts on a monthly basis.
- Provides input to policies and procedures as required.
- High level management of employee leaves and documentation supporting those leaves.
- Maintain employee personnel files, ensuring all required documentation is contained in files.
- Ensures all personal expense claims comply with the policies as set out by FPEGF.
- Administer petty cash according to FPEGF policies and procedures.
- Monitor cash position on a daily/weekly/monthly basis.
- Monitor Fund investments on a monthly/quarterly/annual basis and provide information to CEO.
- Liaise with third party computer service provider regarding IT service and problem-solving.
- Works with the CEO to develop a comprehensive budget for the general operations of the organization.

continued...

### **Key Duties and Responsibilities continued:**

- Ensures organization is prepared for annual audit and acts as key contact for third party audit personnel
- Immediately reports to Loans personnel and CEO any loan-related payment defaults for prompt action.
- Reviews insurance coverage to ensure adequate coverages are in place and makes recommendations to CEO if coverages are inappropriate.
- Provides financial controls and reporting in accordance with policies established by FPEGF.
- Handles general office efficiency by ensuring equipment (e.g. server, computers, printers, other equipment) is working properly and arranges repairs as needed; arranging for furniture purchases; arranging for equipment leases; handling office rent/lease issues.
- Monitors office supplies budget, approves purchases and monitors supply cabinet contents.
- Monitors supply and ordering of promotional materials.
- Provides key input and leadership to Special Events as required.
- Manages all activities with the goal of solid financial prudence.
- Provide some direction and financial training to other staff, as required.
- Other duties as may be assigned.

### **Key Success Factors:**

- Must have at least four years of experience in full cycle accounting functions, inclusive of accounts payable, accounts receivable, payroll and general ledger.
- Relevant post-secondary education in accounting and finance/business.
- Knowledge, experience and understanding of Manitoba First Nation communities, histories and current circumstances would be a definite asset.
- Ability to account for loans, grants, non-repayable contributions and investments.
- Ability to develop comprehensive budgets.
- Ability to handle intensive audit preparation documentation to be well-prepared for audit.
- Complete understanding and ability to create, modify, and explain the financial statements.
- Very strong computer skills and experience with accounting software and loan management software.
- Working knowledge of net present value and other financial concepts will help with monthly reconciliation processes as well as loan disbursement processes.
- Ability to identify and articulate underlying issues in complex situations a good indicator of a strong and analytic thinker.
- Knowledge, experience and commitment to solid financial oversight.
- Must work effectively on your own as well as in team settings.
- Respects the workplace and confidentiality of all work.
- Effective communication skills – written and oral.
- Demonstrate flexibility, attention to detail and good ability to prioritize multiple projects.
- Experience handling growth and change in a dynamic environment – a flexible individual who works well in a fast paced environment.
- Takes direction and effectively applies it in the workplace.
- Willingness to learn and upgrade skills

continued....

---

**Salary depends on skills and experience. Excellent benefits coverage.**

**Only candidates selected for interviews will be contacted.**

**Closing Date: Noon, Thursday, July 5, 2018**

**Forward résumé, complete with cover letter, salary expectations and three work-related references to:**

**Mail: Yvonne Dubois, Executive Assistant  
First Peoples Economic Growth Fund Inc.  
102 – 1075 Portage Avenue, Winnipeg, MB R3G 0R8**

**Email: [info@firstpeoplesfund.ca](mailto:info@firstpeoplesfund.ca)**

**Fax: (204) 942-6441**