



National Indigenous
Collaborative Housing Inc.

Logement Coopératif
National Autochtone Inc.

Position Title:	Manager - Finance
Job Type/Location:	Full-Time/Work at a Distance across Canada
Salary Range:	\$ To Be Negotiated
Regular Weekly Hours:	35 hours
Created/Revised By:	Director of Business Operations
Created/Revised On:	February 2024
Approved By:	NICHI Chief Executive Officer

About NICHI:

The National Indigenous Collaborative Housing Inc. (NICHI) exists to uphold and advance housing as a human right for all Indigenous Peoples living in urban, rural, and northern communities from coast-to-coast-to-coast. NICHI is built on a principle of cooperation and coordination of expertise amongst members, partners, and stakeholders committed to ensuring that no Indigenous person gets left behind because of where they live. It will roll out a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, bring together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHI will harness the extensive Indigenous housing expertise to co-design and co-deliver a national URN housing strategy, distribute resources to Indigenous housing projects and support wrap-around services. Its governance, management and operational structures will utilize the strengths exhibited by Indigenous service organizations.

Position Summary:

The Manager, Finance is responsible to manage the end-to-end-financial systems, processes, and related controls in support of the Vision, Mission & Values, and strategic direction of the National Indigenous Collaborative Housing Inc. (NICHI). The incumbent will provide accounting expertise that includes but is not limited to, payroll, the budget process, A/R, A/P, cash management, financial controls, the audit process and financial reporting.

Reporting:

This position reports to the Director of Business Operations and may take direction from the Chief Executive Officer and the NICHI Board of Directors to generate reports for them as required/requested.

Responsibilities:

<p>Administration and Process</p>	<ul style="list-style-type: none"> 🌟 Develop, administer, and document accounting processes and procedures to ensure risk is managed and internal financial controls are in place. 🌟 Provide oversight on spending limits and financial authorities 🌟 Serve as a financial liaison, developing and maintaining positive and effective working relationships with the Board, senior management, government departments and agencies, vendors, financial institutions, and external auditors
<p>Advisory and Leadership</p>	<ul style="list-style-type: none"> 🌟 Serve as a resource for the Board and the senior management team 🌟 Advise on financial concerns, funding changes and other financial issues 🌟 Provide coaching, mentoring and support to assist staff in meeting their goals; help build financial capacity 🌟 Assist the Director of Business Operations in preparing financial reports and budgets Provide financial expertise where and when needed.
<p>Accounting and Audit</p>	<ul style="list-style-type: none"> 🌟 Ensure accounting principles are upheld and that legislation is followed, including GAAP and PSAB 🌟 Maintain tangible capital asset records 🌟 Process A/P, A/R and related accounting processes 🌟 Prepare and maintain annual audit working papers 🌟 Manage and guide allocation processes with respect to finances 🌟 Prepare and provide oversight on the NICHI Chart of Accounts
<p>Banking and Cash Management</p>	<ul style="list-style-type: none"> 🌟 Responsibility for banking and reconciliation processes 🌟 Oversee all financial transactions, transfers, and payments for approval 🌟 Monitor cash flow and ensure organization has adequate liquidity
<p>Budgeting and Analysis</p>	<ul style="list-style-type: none"> 🌟 Responsible to manage the budgeting process, variance analysis and reporting 🌟 Prepare budgets and reports for the Director of Business Operations 🌟 Report significant variances / concerns to the Director of Business Operations 🌟 Prepare cost/benefit analyses on internal projects and external activities 🌟 Assist the Director of Business Operations, CEO and Board in applying for future funding
<p>Financing</p>	<ul style="list-style-type: none"> 🌟 May investigate financing options for projects and future opportunities

Payroll	<ul style="list-style-type: none"> 🔥 Process payroll in accordance with relevant legislation. 🔥 Receive and assess all invoices and cheque requisitions to ensure accuracy and completeness. 🔥 Ensure that tax updates and other software updates are completed. 🔥 Adhere to all Canada Revenue Agency rules and requirements for reporting, reconciliation, and issuance of required documentation.
Reporting	<ul style="list-style-type: none"> 🔥 Ensure that NICHl adheres to government funding arrangements and reporting requirements 🔥 Prepare monthly, quarterly, and annual reports as required 🔥 Provide information as required for audits, funding requests or for any other purpose required by the Director of Business Operations, CEO or Board of Directors 🔥 Standardize reporting, modelling, and presentation procedures to improve efficiency 🔥 Work closely with the Director of Business Operations, CEO and assist with preparing for the Annual General Meeting and any special meetings which may be called.

Requirements

- 🔥 University degree in Accounting, Business Administration, Commerce or a related field
- 🔥 Minimum three years relevant experience in accounting, auditing, budgeting, financial management and analysis or a related field
- 🔥 Designation as a Chartered Professional Accountant (CPA) with a Certified Aboriginal Financial Management (CAFM) considered as an asset
- 🔥 A combination of education, training, or work experience which NICHl deems to be equivalent
- 🔥 Financial accounting experience working with Indigenous housing organizations; and
- 🔥 Valid Government ID and clear CPIC

Knowledge, Skills, and Abilities

- 🔥 Knowledge of General Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) as well as knowledge of Public Sector Accounting Standards (PSAS).
- 🔥 Experience with Xero, SAGE 300 or other accounting
- 🔥 Software Advanced ability in Excel (financial modelling)
- 🔥 Experience in project management
- 🔥 Excellent liaison and networking skills
- 🔥 Ability to work as an individual, at a distance and as part of a team
- 🔥 Well-developed interpersonal, public relations and relationship building skills
- 🔥 Excellent communication (oral, electronic, and written)
- 🔥 Excellent organizational, time management and file management skills
- 🔥 Knowledge of financial legislation and government departments/agencies
- 🔥 Exhibits a high degree of initiative and self-direction
- 🔥 Must be analytical with strong attention to detail
- 🔥 Proactive problem solver with excellent conflict resolution skills
- 🔥 Experience with investment management an asset.

Personal Attributes

- 🔥 Be an empathetic and non-judgmental person
- 🔥 Must maintain strict confidentiality
- 🔥 Be honest, respectful, and trustworthy
- 🔥 Be a team player
- 🔥 Must possess and demonstrate a high level of Indigenous cultural awareness and sensitivity
- 🔥 Be creative and flexible
- 🔥 Demonstrate a sound work ethic
- 🔥 Proven ability to work with people of diverse education, Indigenous cultural backgrounds, and language requirements

Working Conditions

- 🔥 Working at a distance in a hybrid working environment
- 🔥 Extended periods of concentration
- 🔥 Interaction with senior management, the NICHl Board and the Indigenous housing community
- 🔥 Working with tight deadlines, specifically with regard to budgeting and reporting
- 🔥 Occasional overtime or requirement to work in the evenings
- 🔥 Attend quarterly face-to-face management team and Board meetings requiring travel to various locations across Canada if necessary.

Acknowledgement and Agreement:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have read, understand, and accept the requirements as identified in the job description for the Manager, Finance, National Indigenous Collaborative Housing Inc. (NICHl). I agree to perform all activities including those that may be assigned to me. I further understand and accept that failure to perform the duties as required may result in discipline up to and including termination of my employment with NICHl.

Employee (Print Name)

Date

Employee Signature

Chief Executive Officer Signature

Date