



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## Job Description Indigenous Screen Office

|                       |                     |                               |                            |
|-----------------------|---------------------|-------------------------------|----------------------------|
| <b>Position Title</b> | Finance Officer     | <b>Job Type</b>               | Full Time                  |
| <b>Reports To</b>     | Director of Finance | <b>Original Last Revision</b> | August 2026<br>August 2026 |

### Purpose

The Finance Officer assists in all aspects of the delivery of general bookkeeping, accounting and financial reporting functions for the Indigenous Screen Office (ISO). The role will be responsible for the assistance with financial planning, cash flow, budgeting and reporting processes, and take on special projects as required. The finance Officer will report to the Director of Finance (DOF), acting as the primary financial contact for operational matters during the DOF's absence. The ISO follows a hybrid working model with established in-office and remote working options.

### Key Responsibilities

- Work alongside the Director of Finance in financial planning, reporting, monitoring and forecasting processes with annual operating budgets, preparing financial reports and analysis and other special project/grant budgeting and reporting as required.
- Assist in the performance of the day-to-day accounting functions: accounts payable, accounts receivable, and general bookkeeping transactions.
- Assist with payroll administration, benefits administration and payroll accuracy reviews, while acting as back-up for payroll processing as required. Taking the lead in accounts payable, and accounts receivable for ISO's charitable status.
- Assisting, and acting as back-up, in accounts payable and accounts receivable pertaining to the ISO.
- Assist with the planning and preparation for the year-end audits, including preparation of the charitable tax return (T3010), and liaising with auditors as needed.
- Maintain the integrity of financial data by assuming financial database management responsibility, including maintaining system security and configuration; maintaining financial report format maintenance, coordinating software needs analysis, implementation, upgrades, and conversions.
- Collaborate with staff as required, to ensure integrity of financial information by maintaining knowledge of and providing guidance on financial aspects of databases/systems used in those departments and advising on other financial aspects of departmental operations, identifying and implementing process efficiencies.
- Maintain professional and technical knowledge of Generally Accepted Accounting Principles, payroll legislation, HST, non-profit and charitable tax legislation etc. by keeping abreast of changes to legislation, reviewing professional publications etc.
- Preparation and tracking of ISF company expense claims, including: reviewing employee travel and expense claims, ensuring compliance with travel policies/NJC rates and recommending claims for payment

- Reconciliation of company credit card transactions where applicable.
- Issuing charitable receipts to donors.
- Bank and investment reconciliation(s).
- Assistance with the preparation of monthly, quarterly, annual reports and financial statements.
- Carry out administrative functions, including but not limited to: records management, maintaining finance shared drives, mail processing, scanning and distributing incoming mail and bank deposits
- Assistance with other duties or special projects where needed.

## **Core Competencies and Qualifications**

### **Education and Lived Experience**

- Three (3) to five (5) years' bookkeeping or accounting experience in the not-for-profit and/or charitable sector.
- Experience in gathering data, compiling appropriate information, and preparing financial reports.
- Experience processing payroll. Payroll certification would be considered an asset.
- Experience in processing AP/AR/Journal entries/Bank reconciliations/Investment reconciliations.
- Experience working with Indigenous communities or an in-depth knowledge of Indigenous governance, administration, and policy issues through lived or learned experience.
- Formal education in a financial field will be considered an asset.

### **Knowledge**

- Advanced knowledge of Quickbooks and computerized accounting systems;
- Extensive knowledge of financial database management and financial reporting systems;
- Thorough knowledge of accounting principles and practices in accordance with Canadian Generally Accepted Accounting Principles (GAAP);
- Strong understanding of the legal, fiscal and regulatory framework governing not-for-profit and charitable organizations;
- Knowledge of payroll and benefits administration, including experience with automated payroll and human resources information systems (HRIS);
- Strong technical aptitude with the ability to quickly learn and adapt to new software platforms, financial systems and technology tools;

### **Skills and Abilities**

- Intermediate to advanced proficiency in Microsoft Office, with advanced Excel skills;
- Strong analytical, critical thinking and problem-solving skills;

- Ability to communicate and translate complex financial concepts to individuals without a finance or accounting background;
- Demonstrated ability to handle multiple priorities, meet competing deadlines, and remain self-motivated in a fast-paced, high-pressure environment;
- Exceptional interpersonal, relationship-building, and communication skills, with the ability to engage effectively, both verbally and in writing, with diverse cultural groups, artists, colleagues, and external stakeholders;
- Proven ability to work independently, exercise sound judgement, and demonstrate a high level of initiative;
- Exemplary attention to detail with exceptional planning, organizational and time management skills;

#### **Personal Attributes**

- Must possess a high level of moral judgment for handling confidential information and monetary transactions;
- Ability to contribute to building and being a part of a positive culture;
- Ability to work flexible hours including evenings and weekends as required.
- Ability to provide the satisfactory results of a current criminal record check.