

# Long Lake #58 First Nation

209 Otter Street  
P.O. Box 609  
Longlac, Ontario  
P0T 2A0



Tel: (807) 876-2292  
Fax: (807) 876-2757

---

## LONG LAKE #58 FIRST NATION

### Job Description: Finance Officer

**Position Title:** Finance Officer

**Reports To:** Finance manager

**Location:** Long Lake #58 First Nation Administration Office

**Employment Type:** Full-Time, Permanent

### Purpose of the Position

The Finance Officer is responsible for providing financial and accounting services that ensure effective, efficient, and accurate financial administration to support the operations, programs, and strategic goals of Long Lake #58 First Nation. This includes processing transactions, preparing reports, and maintaining compliance with funding agreements and internal policies.

### Scope

Reporting to the Finance Manager, the Finance Officer supports financial administration across all departments and programs. The role ensures timely payments, accurate records, financial transparency and confidentiality, for the Nation, its members, and its partners.

### Key Responsibilities

- **Accounts Payable**
- Ensure daily input of authorized and complete purchase orders
- Receive and verify invoices and requisitions for goods and services
- Ensure expenditures comply with financial policies
- Prepare batches of invoices for payment
- Maintain vendor files and reconcile supplier statements

### 2. Accounts Receivable

- Prepare bank deposits
- Safeguard all funds and maintain invoice records
- Manage monthly billing and statement runs
- Ensure revenue transactions comply with financial policies
- Reconcile receivables and maintain agreement files

### **3. Financial Reporting & System Administration**

- Ensure accurate data entry into accounting systems
- Reconcile accounts, post journal entries and maintain ledgers; research and resolve discrepancies
- Assist program managers with funding reports and budget tracking
- Support annual audit preparation and documentation

### **4. Other Duties**

- Perform basic office tasks, including responding to emails, processing mail and filing
- Participate in financial planning and policy development
- Attend training and professional development as required
- Perform other duties as assigned by the Director of Finance

## **Qualifications**

### **Education & Experience**

- Minimum high school diploma with additional diploma or significant learning experience in finance, business administration or accounting
- Certification in applicable field ie. Bookkeeping, Payroll, etc.

### **Knowledge**

- Fund accounting and public sector financial practices
- GAAP and financial reporting standards
- Proficiency in accounting software (e.g., Sage, QuickBooks) and Microsoft Office
- Understanding of Indigenous governance and funding structures
- Experience working with Indigenous organizations

### **Skills**

- High attention to detail and accuracy
- Strong analytical and problem-solving ability
- Excellent verbal, writing and record-keeping ability
- Time and stress management ability

### **Personal Attributes**

- Honest, courteous and professional demeanor with the ability to make appropriate and effective decisions
- Culturally sensitive and aware of First Nation values
- Flexible and adaptable
- Committed to ethical financial stewardship and confidentiality

## **Working Conditions**

**Physical:** Extended periods at a computer; occasional lifting of document file boxes

**Environmental:** Fast-paced office setting with frequent interruptions

**Sensory:** High concentration and accuracy required for data entry

**Mental:** Multiple deadlines and competing priorities may cause stress

Please apply for this position using email at [careers@longlake58fn.ca](mailto:careers@longlake58fn.ca)