



P.O. BOX 5000
RECEIVED

OHSWEKEN, ONTARIO

N0A 1M0

JUL 10 2018

FINANCIAL/ INSURANCE OFFICER
FINANCE, CENTRAL ADMINISTRATION
(Full Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday, July 25, 2018**, for the full time position of Financial/ Insurance Officer with Finance, Central Administration Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Finance Manager, the Financial/ Insurance Officer shall assist the Director of Finance and Finance Manager in ensuring all Council assets have insurance coverage by compiling, processing and maintaining insurance and other financial information; assist by performing financial services for the Six Nations Finance Department within the policies and procedures established by Six Nations Elected Council.

SALARY: To be determined

BASIC QUALIFICATIONS:

- College diploma in accounting, book-keeping or related field and three (3) years of work related experience OR;
- Completion of Grade 12 (or Equivalency – G.E.D; Ontario Basic Skills Level 4) and five (5) years of work related experience in book-keeping or accounting;
- Bank reconciliation experience
- Possess willingness to take direction and instruction;
- Possess initiative and the ability to work independently.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Financial/ Insurance Officer
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. Scan and email all documents listed above to recruitment@sixnations.ca.

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.



FINANCE DEPARTMENT

POSITION TITLE: Financial/Insurance Officer

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Financial Controller

PURPOSE & SCOPE OF THE POSITION:

To assist the Director of Finance and Financial Controller in ensuring all Band assets have insurance coverage by compiling, processing and maintaining insurance and other financial information.

To assist the Financial Controller and Director of Finance by performing financial services for the Six Nations Finance Department within the policies and procedures established by the Six Nations Council for the Finance Department.

RESPONSIBILITIES:

FINANCIAL

- Prepares all bank reconciliations for the various bank accounts
- Post journal entries and reconcile accounts, maintain general ledgers and prepare financial and year end statements
- Prepares cheques and validates authorization for disbursement from the OFNLP Account
- Prepare OFNLP monthly and annual reporting
- Process, verify financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Process general ledger and verify financial records for Casino Rama Fund
- Research and resolve discrepancies with and attend audit meetings with Canada Customs and Revenue Agency.
- Assist Director of Finance with legal/litigation maintenance and processing
- Provide support for Senior Accountant, Payroll Officer and Accounts Payable
- Assist Director of Finance by processing the annual reconciliation reports for filing to Canada Customs and Revenue Agency for T4's and WSIB for all departments
- Process calculations and distribute NEER reports for all departments
- Process and filing of GST rebate applications
- Troubleshoots Accpac computer problems for Finance personnel

- Perform other related duties as may be required by the Financial Controller and Director of Finance.

INSURANCE ADMINISTRATION

- Ensure current assets of the Six Nations Council are listed and have insurance coverage and disposed assets have coverage deleted
- Write summary reports of assets for insurance coverage and tender process
- Process enrolments, cancellations, claims transactions, policy changes and premium payments
- Review insurance applications and verify insurance coverage, premiums paid
- Calculate insurance premiums and distribute insurance certificates
- Compile and maintain claims data, rates and insurance data and records

Answer enquiries and provide information on insurance products, policies and services

WORKING CONDITIONS:

Work is subject to numerous deadlines and interruptions; involves some mental stress; require little travel (i.e. supplies)

WORKING RELATIONSHIPS:

With the Financial Controller

Receives direction, instruction and supervision, interacts to ensure tasks are done efficiently and effectively.

With other Staff/Departments

Courtesy, cooperation and teamwork with all staff. Interacts with all departments on a daily basis.

With External Agencies

Represents and promotes Six Nations interests related to the Finance Department in a courteous, positive and professional manner; maintains awareness of policy and program changes; seeks to develop sound professional working relations.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- College diploma in accounting, bookkeeping or related field and three (3) years of related work experience; OR completion of Grade 12 (or Equivalency – G.E.D.; Ontario Basic Skills Level 4) and 5 years of related work experience in bookkeeping or accounting

- Must have excellent knowledge of Windows 98, windows networking operating system
- Possess willingness to take direction and instruction
- Possess initiative and the ability to work independently
- Must be bondable and willing to undergo a security clearance

IMPACT OF ERROR:

Errors may result in misinformation being given. Errors could result in financial loss or financial and legal liability

CONTROLS:

Guiding principles set by the Director of Finance. Works within the administrative policies and procedures established by Six Nations Council for the Finance Department and other legislation provided by the respective government agencies, and works under the respective government agencies, works under Generally Accepted Accounting Policies, procedures and standards contained in the C.I.C.A. handbook and rules of professional conduct.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><small>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</small></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following: Length of time worked _____ Months _____ Year(s) Dates Employed: _____ Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY**I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

 Applicant's Signature

 Date