



## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Finance Coordinator  
**Classification:** Full-time permanent (upon successful completion of probation)  
**Salary Range:** \$27- \$34/ hr  
(commensurate with qualifications and experience)  
**Start Date:** May 2026  
**Location:** Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0  
**Hours of Work:** Monday to Wednesday 8:00 AM – 5:30 PM, Thursday 8:00 AM- 4:30PM  
(or as projects and deadlines dictate)

### **A. JOB DESCRIPTION**

Magnetawan First Nation is seeking a highly organized, professional, and detail-oriented individual to fill the position of Finance Coordinator.

This role is primarily responsible for managing accounts receivable and accounts payable functions, while also assisting with month-end close processes. The ideal candidate is reliable, analytical, and comfortable working with financial data in a fast-paced environment.

### **B. Qualifications:**

- Diploma or degree in Accounting, Finance, or a related field
- 2+ years of experience in accounts receivable, accounts payable, or similar role
- Strong understanding of basic accounting principles
- Proficiency in accounting software and Microsoft Excel
- Excellent attention to detail and organizational skills
- Strong communication and problem-solving abilities

### **C. Key Responsibilities**

#### **Accounts Receivable (AR):**

- Record and track funding received from multiple sources, including federal and provincial programs and other funding organizations
- Accurately code all funding receipts to the appropriate programs, departments, and funding agreements
- Monitor funding schedules and ensure receipts align with approved agreements and budgets

- Reconcile funding received to agreements and investigate variances
- Maintain organized electronic records of all funding agreements and supporting documentation
- Support program managers with the preparation and completion of funding agreements, ensuring accuracy and completeness as required
- Assist in tracking program funding balances and reporting requirements

#### **Accounts Payable (AP):**

- Review, code, and process vendor invoices to the appropriate programs, departments, and funding agreements
- Ensure timely and accurate payment of bills and cheque requisitions
- Process employee expenses
- Review, code, and process credit card transactions
- Reconcile vendor statements and resolve discrepancies
- Maintain organized records of all payables

#### **Month-End Close Support:**

- Assist with account reconciliations and journal entries
- Prepare supporting documentation for financial reports
- Help ensure deadlines are met for month-end close
- Support audits and financial reviews as needed
- Other duties as assigned

#### **Preferred Skills**

- Experience working with government or grant funding
- Familiarity with multi-program or fund accounting environments
- Experience assisting with month-end or year-end close processes
- Ability to prioritize tasks and meet deadlines

#### **Special Requirements:**

- **Confidentiality:** Must adhere to Magnetawan First Nation Personnel Policies and maintain strict confidentiality at all times
- **CPIC:** A satisfactory Criminal Record Check may be required.
- **Professional Development:** Willingness to participate in training and professional development opportunities.

Magnetawan First Nation  
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