

- Developing and maintaining an organized, complete, legible, and accessible system for ensuring eligibility of expenses and recording and documenting the substantiation of all revenues and expenses verifying that transactions comply with financial policies and procedures
- Implementing and maintaining effective administrative and bookkeeping practices to support strong credible financial management by MTO
- Managing the financial aspects of the contracting procurement process including confirmation of available budget, cashflow forecasting, payment schedules
- Managing the ongoing financial activity of the organization, including invoicing and billing, tracking payments, bank deposits and reconciliations, accounts payable and receivable, posting bills, and receiving and posting cheques, EFT payments, and credit card payments and verifying the accuracy and eligibility of municipal, contractor and supplier invoices
- Maintaining tax and payroll-related records and submitting government tax remittances

Preparing for Audits

- Preparing unaudited financial statements, with substantiation, for Board of Director review
- Preparing all documentation to support audits, (financial review, or compliance), with expenditures, payments and revenues and any accrued interest

Knowledge, Skills and Abilities

This is a busy, challenging and engaging opportunity. As the ideal candidate, you are:

- **a detail-oriented professional** who demonstrates high standards of accuracy to maintain financial systems and records that meet audit and accounting procedures and standards
- **a strong communicator** with excellent written and verbal communication skills, strong familiarity and comfort with Microsoft suite of programs
- **an organizer**, adept at multi-tasking, setting priorities, developing work schedules and monitoring progress, data, information and activities
- **planner**, determining strategies, setting goals, creating and implementing action plans, and evaluating the process and results.
- **a problem solver**, assessing problem situations to identify causes, gathering and processing relevant information, generating possible solutions, and making recommendations
- **a strategic and creative thinker**, assessing options and actions based on trends and conditions, and developing new or unique approaches to deliver on financial responsibilities.
- **adaptable**, willing to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **a strong team player**, working cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness and
- **knowledgeable** on issues facing northern and remote municipalities

Your application

Submit your resume clearly demonstrating how your work and other experiences align with the essential qualifications listed below.

- Post-secondary education in Accounting, Business Administration, or other related discipline
- Minimum 2 years' work experience in accounting or financial management
- Experience with:
 - financial management of contracts, contribution agreements and procurement
 - researching potential funding sources, submitting applications and reporting
 - with Microsoft Suite and online platforms such as MS Teams and Zoom
 - working with not-for profit organizations

Candidates who have education, training and/or experience equivalent to the essential qualifications listed above may be considered.