

General Description

Settlement Investment Corporation is an Aboriginal Financial Institution, which provides financing to Métis Settlement Member businesses and agricultural enterprises.

The Finance/Loans Support Officer is responsible for the daily administration of their allocated Settlement Finance and Loan portfolios.

Summary of Duties

Reporting to the General Manager of the Settlement Investment Corporation. Settlement Investment Corporation is a growing organization as the Finance/Loans Support Officer we are looking for is a person who is passionate about members of the Métis Settlements with skills in financial reporting, compliance, operating budgets, and the ability to fulfil an administrative team leadership role.

The Finance/Loans Support Officer position there is a three-month probationary period with the possibility of extension. The successful candidate will work under the direction of the General Manager.

The Finance/Loan Support Officer is expected to provide and apply professional standards of performance to the job. It is a requirement of the position the due diligence is exercised in all matters and all lending policies are adhered to closely.

Finance Officer Job Duties:

- Oversee all Finance & Accounting (AP, AR, Payroll, Reconciliations, Financial Reports) and filing.
- Ensure timely accurate remittance of payments, such as Electronic Fund Transfers, General Cheque Payments, and Visa Payments for both Staff, Board, Contractors and Stakeholders/Funding Agencies
- Assist in budgeting, forecasting, and financial planning activities with General Manager.
- Verify account codes and signatures for proper assignment of budgetary expenditures
- Ensure accuracy and compliance with accounting standard company policies, and regulatory requirements.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners
- Resolve any discrepancies or issues related to financial transactions and reporting.
- Work with the General Manager to provide any financial documents needed at any given time. Primary contact for Auditors, Stakeholders and/or Funding Agencies.
- Assist Board of Directors with Travel expenses as needed.

Loans Support Officer Duties:

- Preparation of Loan File and Data Input into Fern and SharePoint.
- Credit Check – Equifax
- Ensure all authorized checklists and templates are completed and on file.
- Personal Property Registries searches and registrations, security, and maintenance.

- Provide administrative support to loans collections, disbursements, etc.
- Analyze and organize the Standard Operating Procedures
- Meeting preparation for all SIC meetings which include compilation of agendas, Board meeting minutes, arrange meeting location, order coffee/supplies and lunches as needed, notices to Board members etc.
- General office duties as instructed by the General Manager
- Strive to maintain a professional and friendly attitude and atmosphere when representing the Corporation in any capacity

Qualifications:

- College Diploma or Degree in Business Accounting, Finance, Accounting, or a related field.
- 3 to 5 years' work experience in the accounting field.
- Experience with budget, accounting, and reporting systems.
- Proficient in one or two different financial management programs that include Sage and FERN.
- Experience in gathering data, compiling the proper information, and preparing financial reports.
- Strong computer skills with advanced proficiency with Accounting Software and spreadsheet programs and applications is an asset.
- Proficient with computers and the use of Microsoft Office software and/or including Word, Excel, Power Point, and electronic records management system.
- Effective attention to detail and a high degree of accuracy.
- Formal training at a recognized post-secondary level in business management, accounting, finance, or related discipline, together with several years' experience in the operation and administration of a financial institution or similar organization.
- Able to build and maintain lasting relationships with other departments and entities.
- An understanding and experience of a fast-moving workplace environment, superior written, and oral communication skills
- Good understanding of processes, policies and procedures required for supporting a non-profit organization
- Possess a high degree of professionalism and be courteous and confidential.

SALARY

Based on experience and expectations

APPLICATION INSTRUCTIONS

Send Resume and Cover Letter to: mikei@settlementinvestcorp.com

CLSOING DATE: EXTENDED until qualified applicant is hired.

Thank you to all candidates that applied. We thank everyone for their interest; however, only those applicants under consideration will be contacted.