



## Finance Officer, Accounts Receivable

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit, and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2019-20, Indspire awarded over \$17.8 million through more than 5,124 bursaries and scholarships to First Nations, Inuit, and Métis youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the *Indspire Awards*, a celebration of the successes achieved by First Nations, Inuit, and Métis people that is broadcast nationally.

### **Never has there been a better time to join this national leader!**

We are currently hiring for a **Finance Officer – Accounts Receivable**. Reporting to the Chief Financial Officer (CFO), this role is responsible for reviewing and ensuring timely invoices, receipts, tracking, reconciliations, and deposits of all accounts due to Indspire. The Finance Officer – Accounts Receivable will also conduct financial analysis and prepare and maintain global revenue charts, assist the CFO, and act as a backup for others on the Finance team including general accounting tasks as required.

The position responsibilities of the **Finance Officer – Accounts Receivable** include:

#### **Accounts Receivable**

- Receives, reviews, verifies all cash, cheques, bank transmittals, etc.
- Records and reconciles monthly credit card payments via electronic processing
- Acquires and maintains original documents, such as funding agreements to ensure invoices and payments are correct
- Enters and balances cash receipt data in Accpac and prepares summary report of cash receipts
- Maintains files for all relevant documents
- Ensures that all deposits and relevant documentation are forwarded to Development on a timely basis
- Reconciles data between Raisers Edge and Accpac of all corporate and individual cash receipts
- Enters and balances invoicing data in Accpac
- Records and reconciles monthly PADS into Accpac

- Receives reviews and verifies all invoicing, donation pledges, summary bank deposits; communicates with the Development Department as needed
- Maintains knowledge of and acts as Finance's Raisers Edge specialist
- Monitors outstanding invoices monthly; follows up and/or prepares emails/ correspondence for collections
- Prepares batch listing and posting journal summaries and printouts
- Maintains timely records of all NSF/ problematic cheques
- Researches and resolves payment discrepancies
- Generates, monitors, and maintains aged analysis
- Investigates and resolves AR customer queries
- Processes any adjustments of accounts
- Notifies all relevant departments of issues related to their accounts and works collaboratively with them to determine appropriate follow up.

### **Financial Analysis & Reporting**

- Prepares summary reports of monies received, including donations, grants, bequests, government grants, etc.
- Prepares special projects as directed by the CFO
- Prepares monthly/ quarterly/ annual reports as required by the funders
- Prepares specialized reports to funders to meet their established deadlines
- Maintains accurate and current records, actions, and reports
- Assists with the preparation of annual program budgets and the quarterly and/or monthly reporting of actual results achieved to budget to the Finance and Executive Committees.
- Prepares working papers in preparation for audited financial statements including accounts analysis, and providing auditors requested documents and responding to questions related to revenues
- Prepares the Revenue section of the Charitable Information Return (T3010).
- Prepares, and regularly updates the Global Revenue chart, Fundraising Goal chart, KPI Dashboard and other charts as required, reconciling to accounts and in relation to Indspire's year-end projections.
- Prepares the monthly bank reconciliation
- Develops, reviews, and improves systems, policies, and procedures
- Performs duties as assigned

### **Qualifications**

#### **Knowledge/Education/Training**

- Completion of Community College Business Diploma or specialized courses equivalent to two years towards a university degree, in addition to 5+ years related experience.
- Strong background in financial management
- Sound knowledge of current accounting practices in accordance with GAAP

- Advanced skills in MS Office Suite, especially with Excel spreadsheets, Word, and AccPac accounting software and fundraising databases
- Good knowledge of working with database software
- Good problem analysis and problem-solving skills
- Ability to work with sensitive information with complete confidentiality.
- Able to work and interact with a diversity of donors and sponsors
- Ability to work with sensitive information with complete confidentiality.
- Able to work quickly, efficiently, and accurately with a strong attention to detail
- Strong customer service and interpersonal communication skills
- Ability to work under pressure to meet deadlines
- Knowledge of the Indigenous community an asset.
- Demonstrated excellence in customer service and administrative skills.
- Demonstrated openness to learning and willingness to engage in cultural competency training.

The duties within this job description may be amended from time to time.

### How to Apply

This is a full-time position that may be based at either Indspire's Six Nations or Toronto office. The salary range is competitive with a comprehensive benefits package, including pension plan.

We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit, and Métis people and all others interested in the position.

To apply, please forward your résumé and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca). All qualified candidates will be contacted directly. Only those candidates selected for an interview will be contacted. No agency calls please.

To learn more about Indspire, visit [indspire.ca](http://indspire.ca).

**Deadline for Applications: Sunday, January 3, 2021**