



## EMPLOYMENT OPPORTUNITY

### Jr. FINANCIAL ANALYST First Nations Finance Authority

No. 2024-FA-01  
Internal/External



*Who we are:*

Located in the beautiful Okanagan Valley (in Westbank) of BC, the First Nations Finance Authority (FNFA) is Indigenous-owned and operated and has been supporting First Nation communities with building their futures on their own terms since 2005. An award-winning national non-profit organization, the FNFA provides financing, investment and advisory services to First Nations governments across Canada for economic, social development, and capital projects. The FNFA is revolutionizing the industry by facilitating access for Indigenous governments to the same financial tools that other levels of government in Canada have at their disposal to build safe, healthy and prosperous Nations. Learn more: [www.fnfa.ca](http://www.fnfa.ca)

*Job Summary:*

The Jr. Financial Analyst completes financial analysis of communities seeking membership and borrowings from the FNFA and tracks data on current and prospective members and other data analytics. The position works in conjunction with other FNFA departments and individuals to facilitate the process, including participating in meetings with members and prospective members as required. In addition, the position will perform data analysis and aggregation for presentations and reporting needs. The position will also perform other finance and accounting duties as directed.

*Primary Job Responsibilities:*

- Prepares borrowing capacity and investment potential for (prospective) members to be used in calls and presentations.
- Reviews member information (financial statements, agreements, contracts, etc.) and utilize this information to complete financial and ratio analysis of current and prospective members at various stages of their relationship with FNFA for borrowing.
- Participates in (prospective) member meetings as required and coordinates with other staff in streamlining communication with (potential) members on FNFA services.
- Assists with preparing reports on FNFA members to senior management as well as preparation of reports to be provided to FNFA Board of Directors.
- Assists with gathering, disseminating and preparation of information required for credit rating agency analysis.
- Prepares data analysis and aggregates data for various presentation and reporting needs as directed.
- Prepares various financial analysis, ratio tracking, summaries, and reports for different levels of management.
- Updates relevant reports, data, and systems (if applicable) for new loan draws, investments, new members, new laws, etc.
- Performs other ad-hoc accounting, finance, and administrative duties as required.

<p><i>Who Can Apply*:</i></p>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> <li>• University degree in commerce, business, or accounting.</li> <li>• 1 to 3 years combined experience in accounting and finance experience.</li> <li>• The Certified Aboriginal Financial Manager (CAFM) designation is considered an asset.</li> <li>• Ability to read and understand financial statements.</li> <li>• Demonstrated superior attention to detail and accuracy.</li> <li>• Experience working with First Nations communities is considered an asset.</li> <li>• Excellent interpersonal skills, project leadership, teamwork and judgement.</li> <li>• Diplomacy, tact and decision-making ability.</li> <li>• Demonstrated planning and organizational skills.</li> <li>• Demonstrated ability to multi-task and set priorities to ensure timely completion of work within established deadlines.</li> <li>• Strong computer skills including Excel.</li> <li>• English is the working language, however, the ability to work in French or a First Nation language(s) is an asset.</li> </ul>
<p><i>Starting Compensation:</i></p> <p><i>Benefits:</i></p> <p><i>Location:</i></p> <p><i>Duration:</i></p> <p><i>Application process:</i></p> <p><i>Application Deadline:</i></p>	<p><b>\$ 75,000 - 85,000</b> (dependent on qualifications and experience)</p> <ul style="list-style-type: none"> <li>• Work/life balance - our workdays are 8:00 am to 4:00 pm, weekdays</li> <li>• Paid time off</li> <li>• Retirement contributions of up to 6% matching</li> <li>• 100% Employer paid extended health care</li> <li>• Career development (FNFA believes in mentorship and professional development)</li> </ul> <p>The successful candidate will work at our head office in Westbank, BC.</p> <p>Full-time position</p> <p>Please email your resume and cover letter with three work-related references of immediate supervisors to: <a href="mailto:careers@fnfa.ca">careers@fnfa.ca</a></p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time. FNFA is committed to accommodating people with disabilities. If you require medical or disability-related accommodation to participate in the recruitment process, we will work with you to meet your needs.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the <i>Canadian Human Rights Act</i> Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p> <p><b>Until the position is filled.</b></p>