



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Budget Control Officer

Please apply by email to HR@indigenousfiresafety.ca

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) Project has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada. Over the next two years, the NIFSC Project will be developing more than seventy programs ranging from public fire safety education to custom support services for indigenous fire departments across Canada.

Currently, NIFSC Project is recruiting for a part time **Budget Control Officer**. This individual will support the leadership team by overseeing budgeting and financial record keeping, adherence to policies and procedures, and will ensure financial integrity.

Main responsibilities include:

- > Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- > Manage monthly estimates and invoices; and ensure that all agents follow internal processes and procedures.
- > Identify areas for improvement and implement improvements to processes.
- > Aid in the implementation of new accounting policies, standards, and guidelines.
- > Assist in the preparation of financial reports such as financial statements and budget performance.
- > Support project team leads as required.
- > Work with the AFAC Finance Officer to revise budgets in advance of monthly Board of Directors meetings and compile a monthly budget report.
- > Ensures financial integrity.
- > Handle sensitive information in a confidential manner.

Core required competencies:

- > Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications.
- > Thorough knowledge of general ledger accounting and account reconciliation.
- > Excellent interpersonal skills to communicate effectively across the organization.
- > Unparalleled attention to detail.
- > Respected for your strong judgement skills and unwavering commitment to maintaining confidentiality.
- > Ability to work effectively and complete priorities within a timeline-driven environment.
- > The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Budget Control Officer

Please apply by email to HR@indigenousfiresafety.ca

Education Certification & Experience:

- > Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training, and experience.
- > Minimum of five years of related experience.
- > Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other applications and other online tools including SharePoint.

Additional Assets:

- > Of Aboriginal Heritage
- > Experience and knowledge of non-profit organizations.

Closing Date:

The candidate will be selected from qualified applicants. Posting will close May 4, 2021 but may be extended if not filled. The desired start date is May 12, 2021.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenousfiresafety.ca

This one-year contract position is anticipated to be part-time, and applicants may be based anywhere in Canada. This position is remote.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.