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## JOB DESCRIPTION

**Position Title:** Finance Associate – 1.5 Year Term

**Classification:** Administration

**Reports to:** Chief Financial Officer (CFO)

### Position Summary:

The Finance Associate plays a critical role in supporting the Finance Team by ensuring the accurate and timely processing of financial transactions. This position is best suited for a **detail-oriented and motivated individual** who enjoys working with numbers, is eager to learn, and takes pride in their work.

FPEGF is a dynamic organization committed to supporting **First Nations entrepreneurs and communities**—we need a team member who is ready to do their part in helping us achieve this mission. If you are **proactive, organized, and take pride in getting the numbers right**, this may be the opportunity for you.

### Key Duties and Responsibilities:

- Ensures data is entered for the preparation of monthly financial statements to be analyzed by the CFO.
- Process accounts payable in a timely and accurate manner – including scanning and filing.
- Enter financial transactions into TEA (The Exceptional Assistant)
- Process accounts receivable, ensuring timeliness, correct account coding, and proper documentation.
- Perform daily bank reconciliations, ensuring all transactions are accounted for.
- Reconcile all General Ledger accounts monthly.
- Entry and balancing of CAFT (Customer Automated Funds Transfer) payments for loans.
- Support annual audit preparations, acting as a contact for third-party auditors.
- Take on additional finance-related tasks as assigned, stepping up when needed.

### What We're Looking For:

- **A strong team player** – Someone who is reliable, works well with others, and takes pride in their contributions.
- **A willingness to learn** – We don't expect you to know everything on day one, but we're looking for someone eager to grow and develop their skills. Some exposure to bookkeeping, accounting, or office administration would be beneficial.
- **Attention to detail** – Accuracy is important in what we do, and we need someone who is careful and thorough in their work.
- **Commitment to our mission** – Our work supports First Nation entrepreneurs and communities, and we're looking for someone who shares our dedication to making a positive impact.



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**What We Offer:**

- Competitive salary based on skills and experience.
- Comprehensive benefits package.
- Opportunity to work with a team that is making a real difference.

*Only candidates selected for interviews will be contacted.*

**How to Apply:**

Closing date: 5 pm, June 12, 2026

Forward resume, complete with cover letter and work-related references **via email** to:

Catherine Holder, Executive Assistant

First Peoples Economic Growth Fund

102 – 1075 Portage Ave. Wpg MB R3G 0R8

email: [catherine@fpegf.ca](mailto:catherine@fpegf.ca)

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