



## Join Our Team as a Finance and Expense Coordinator!

**Location:** Calgary, AB (Hybrid)

**Application Deadline:** November 24, 2024

This role is offered as an initial 18-month term position with the possibility of transitioning to a permanent role, depending on organizational needs and performance.

Are you a detail-oriented finance professional eager to make a meaningful impact? The **Alberta Indigenous Opportunities Corporation (AIOC)** is excited to welcome a **Finance and Expense Coordinator** to support our Finance team. This new role is perfect for an ambitious candidate ready to hit the ground running with a dynamic organization that builds bridges between Indigenous communities and industry partners.

### About AIOC

Our mandate is to facilitate Indigenous investment in Alberta's natural resources, agriculture, telecommunications, transportation, and tourism sectors. We serve as a catalyst for project partnerships that generate sustainable, inter-generational revenues for Indigenous groups. By reducing the barriers to accessing capital, we support meaningful partnerships that bring Indigenous communities in as full participants in the economy.

We believe that by empowering Indigenous ingenuity and participation, we support the creation of sustainable revenue streams that Indigenous communities can then use as they see fit to support their priorities around education, housing, culture, and economic development initiatives.

Since 2019, we have directly impacted 43 First Nations, Settlements and Métis groups in Alberta across 8 projects with over 720 million in loan guarantees. We have seen the rippling impacts of our program throughout these communities and for all Albertans, and our momentum is accelerating.

### What You'll Do

As the **Finance and Expense Coordinator**, you will support our staff by ensuring timely and accurate processing of financial transactions. Your responsibilities will include:

- **Finance Transactional Support:** Serve as the primary contact for employee expense claims, accounts payable, managing deadlines, troubleshooting issues, reviewing submissions, and ensuring policy compliance and timely payment.
- **Credit Card Oversight:** Oversee corporate credit card transactions, including reconciliations and statement reviews. Address discrepancies and maintain precise records.
- **Quarterly and Annual Reporting:** Collaborate with senior finance staff on quarterly expense reporting and legislative disclosures, assisting with the annual GST filing process.
- **Training & Employee Support:** Lead training sessions on expense management and finance systems. Create engaging materials to promote understanding and compliance.
- **Process Improvement:** Identify and suggest enhancements to finance workflows, adopting new technologies to boost efficiency while adhering to regulatory standards.
- **Team Collaboration:** Work closely with finance colleagues to ensure seamless financial processes, coordinating efforts on expense reporting, reconciliations, and audits.
- **Backup Support:** Provide occasional backup for payroll processing and assist in tracking AIOC's assets while liaising with external IT service providers.

## Who You Are

Our ideal candidate is a service-oriented financial specialist with a positive, team-player attitude. You are approachable, with the ability to teach business processes clearly, the patience to respond to inquiries in a friendly and helpful manner and demonstrate follow-up and follow-through skills to help everyone stick to deadlines. You have a strong financial acumen, analytical skills, and attention to detail are essential. You thrive in high-demand situations and embrace our values of supporting Indigenous communities. You are looking for an opportunity to hone your skills to prepare you for career advancement. You are able to work flexible hours to meet external deadlines and can be available for infrequent travel to support our Edmonton office or other AIOC events.

## Qualifications

- Bachelor's degree in Finance, Accounting, or a related field, or a 2-year finance/accounting certificate with relevant experience.
- 3-5 years of experience with transactional finance, expense management and accounts payable
- Excellent communication and interpersonal skills accompanied by well-developed problem-solving skills are essential.
- A high level of organization and attention to detail.
- Proficiency in cloud-based finance systems (e.g., Dayforce, NetSuite) and a willingness to learn new software.
- Experience working with Indigenous communities or public sector organizations, with an understanding of how their unique factors influence finance and expense transactions, is highly desirable

## Why Join our Team?

We offer a comprehensive benefits package designed to support your well-being, career growth, and meaningful impact:

- **Competitive Compensation** – Recognizing and rewarding your contributions.
- **Extended Health and Dental Benefits** – Supporting your health and wellness.
- **Employer-Paid RSP Matching** – Helping you plan for a secure future.
- **Financial Protection** – Life Insurance, Short-Term and Long-Term Disability, and Accidental Death & Dismemberment coverage.
- **Career Growth & Development** – Opportunities for growth, career advancement, and professional development.
- **Make a Difference** – Contribute to an organization at the forefront of economic reconciliation, empowering Indigenous communities and driving lasting prosperity.

## Next Steps

AIOC welcomes applications from all qualified candidates, including Indigenous peoples. If you're ready to join our mission to foster Indigenous prosperity, please submit your resume and cover letter by **November 24, 2024** to [recruitment@theaioc.com](mailto:recruitment@theaioc.com).

*Final candidates will be required to provide proof of their qualifications and complete background checks, including a credit bureau and a criminal record investigation. For candidates who self-*



*identify as Indigenous, we also conduct a respectful identity verification process. Candidates with questions about this process are encouraged to reach out.*

*If you require an accommodation during any stage of your application, please contact us to discuss.*

*Please note: We can only accept applications from those legally entitled to work in Canada.*

AIOC operates in Alberta, the traditional and ancestral territory of many Indigenous peoples, including those from Treaties 6, 7, and 8. We honor the First Nations, Métis, and Inuit who have cared for these lands for generations.