



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.

Funding Assistant – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to the Funding Coordinator, the Funding Assistant is a highly organized individual who provides support to the Funding Coordinator to maximize grant and funding revenues. The Funding assistant reviews grant opportunities, communicates information to department managers, assists in reporting requirements, and completes other funding related tasks as directed.

Want to know more? You will...

- Assist the Funding Coordinator by ensuring funding opportunities are prioritized and communicated to the appropriate department managers
- Assist with organizing and tracking grant and funding applications
- Assist with managing successful grant and funding applications including informing the Accounts Receivable department
- Monitor grant and funding status
- Provide financial reporting to department managers to inform them of financial expenditures and funding balances, as well as reporting deadlines
- Create and maintain recurring and ad-hoc reporting, supporting the interpretation and troubleshooting of the underlying data

Must Haves:

- Post secondary education in Business or related field
- Advanced level of Microsoft Office and Adobe
- Formal introductory Accounting training is beneficial
- General knowledge of federal, provincial, and other grant and funding programs
- Experience working with and/or knowledge of Indigenous communities & government
- Acceptable criminal record and credit check required

Community. Leadership. Pride.

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, May 28, 2023.