

FINANCE DEPARTMENT

MEET THE TEAM ...



***Fort William
First Nation***

ACCOUNTS PAYABLE

=

MONEY GOING OUT



THE TEAM:

1. JESSICA MICHON – ACTING A/P FINANCE OFFICER
2. MAX PELLETIER-BANNON – A/P FINACE CLERK
3. CLIFF LINTON – FINANCE CLERK
4. NOAH MARTIN – FINANCE CLERK

WHAT WE DO:

1. PURCHASE ORDERS
2. PAYMENT OF SUPPLIES & EQUIPMENT
3. PAYMENT OF UTILITIES
4. PAYMENT OF PROGRM EXPENSES
5. PAYMENT OF TRAVEL EXPENSES

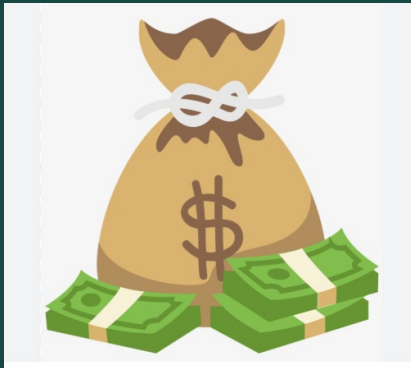


**Fort William
First Nation**

PAYMENTS TO MEMBERS

THE TEAM:

1. AARON HALCOVITCH – SENIOR FINANCE OFFICER



WHAT WE DO:

1. PER CAPITA DISTRIBUTION PAYMENTS (i.e. Christmas, Trust or Settlement)
2. MONTHLY ELDER PAYMENTS
3. YOUTH TRUST PAYMENTS



**Fort William
First Nation**

ACCOUNTS RECEIVABLE

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MONEY COMING IN



THE TEAM:

1. SAM COSTANTINO – A/R FINANCE OFFICER
2. LINDSAY WEMIGWANS – FINANCE CLERK

WHAT WE DO:

1. HOUSING & COMMERCIAL RENT
2. ARENA & PUBLIC WORKS BILLINGS
3. FUNDER & GRANTS REVENUE
4. COLLECTIONS



**Fort William
First Nation**

PAYROLL

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EMPLOYEE COMPENSATION ONLY

THE TEAM:

1. AMANDA KORHONEN – PAYROLL OFFICER
2. AARON HALCOVITCH – SENIOR FINANCE OFFICER



WHAT WE DO:

1. BI-WEEKLY PAYROLL
2. GOVERNMENT REMITTANCES (SOURCE DEDUCTIONS, WSIB, BENEFITS)
3. RETROACTIVE PAY & ADJUSTMENTS
4. ANNUAL T4 & REPORTING



**Fort William
First Nation**

REPORTING

THE TEAM:

1. ANJALI SHAH – REPORTING FINANCE OFFICER



WHAT WE DO:

1. FINANCIAL REPORTING
2. FUNDING RECONCILIATION
3. AUDIT PREPARATION
4. MONTHLY BANK RECONCILIATION



**Fort William
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RECEPTION

THE TEAM:

1. TARA BANNON – RECEPTIONIST



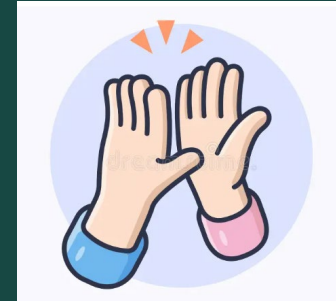
WHAT WE DO:

1. MAIN CONTACT FOR INCOMING AND OUTGOING COMMUNICATION
2. FWFN RECEIPTS FOR INCOMING PAYMENTS
3. MAINTAINS MAIL & CHEQUE LOGS



**Fort William
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MANAGEMENT



THE TEAM:

1. SANDRA BUOSI – CHIEF FINANCIAL OFFICER (CFO)
2. DEBBIE BJORKLUND – CONTROLLER (AUDIT, REPORTING, BANKING & CAPITAL ASSETS)
3. HELEN VANI – ACCOUNTING MANAGER (MANAGE DAY-TO-DAY A/P, A/R, PAYROLL & RECEPTION)
4. AARON HALCOVITCH – SENIOR FINANCE OFFICER (ASSIST THE ACCOUNTING MANAGER)



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