



Financial Services Coordinator

Wolastoquey Economic Development Corporation (WEDCo)

Location: Fredericton, New Brunswick

Employment Type: Full-Time

Position Overview

Wolastoquey Economic Development Corporation (WEDCo) is seeking a highly organized, detail-oriented, and proactive **Financial Services Coordinator** to support the financial administration, funding activities, reporting requirements, and financial coordination of WEDCo and its portfolio of NewCo businesses.

The Financial Services Coordinator will play an important role in organizing and streamlining financial information, preparing and coordinating funding applications, supporting financial reporting, maintaining accurate records, and assisting with relationships with funding agencies, financial institutions, and other stakeholders.

This position will work closely with the WEDCo leadership team, NewCo companies, financial institutions, government and First Nation funding agencies, and other external partners to ensure financial information is accurate, complete, well documented, and submitted on time.

The successful candidate will be highly organized, comfortable working with financial information and spreadsheets, capable of managing multiple priorities, and able to work independently while also collaborating effectively with a dynamic team.

Experience working with **First Nation funding programs, government funding agencies, economic development programs, or financial institutions** will be considered a strong asset.

Key Responsibilities

Financial Coordination & Administration

- Coordinate and maintain financial records, documentation, and supporting information for WEDCo and its NewCo companies.
- Assist with financial tracking, account reconciliation, adjustments, and reporting.
- Maintain accurate spreadsheets and financial tracking tools.
- Review financial information for accuracy, completeness, and consistency.
- Assist with billing, account adjustments, reconciliations, and financial administration.
- Identify discrepancies and work with the appropriate individuals to resolve issues.
- Ensure financial documentation is organized and readily available when required.
- Maintain confidential financial and business information in accordance with WEDCo policies and procedures.

Funding Applications & Reporting

- Research and identify new funding, financing, grant, and incentive opportunities relevant to WEDCo and its NewCo companies.
- Assist with preparing, coordinating, and submitting funding applications to government agencies, First Nation funding organizations, financial institutions, and other funding partners.
- Maintain a funding calendar and track application deadlines, reporting requirements, and deliverables.
- Prepare and coordinate financial information required for funding applications and reports.
- Monitor approved funding and ensure reporting requirements are completed accurately and on time.
- Assist with responding to questions, requests for clarification, and follow-up requirements from funding agencies and financial institutions.
- Maintain organized records of applications, approvals, agreements, claims, reports, and supporting documentation.

NewCo & Business Support

- Work with WEDCo leadership and NewCo management teams to gather financial information and documentation.
- Assist NewCo companies with financial reporting, funding applications, and administrative requirements.
- Support the financial coordination of new and existing business opportunities within the WEDCo organization.
- Assist with the development and maintenance of financial models, forecasts, budgets, and tracking spreadsheets as required.
- Help identify financial or administrative issues and work proactively toward solutions.

Process Improvement

- Review existing financial and administrative processes and identify opportunities to improve efficiency and accuracy.
- Develop and maintain standardized templates, spreadsheets, tracking systems, and reporting tools.
- Assist in redesigning processes to improve information flow, accountability, and reporting.
- Stay informed about new funding programs, financial products, government initiatives, and economic development opportunities.
- Proactively communicate new opportunities to the WEDCo team.

Communication & Relationship Management

- Liaise professionally with funding agencies, financial institutions, government departments, vendors, consultants, and other external stakeholders.
- Gather and share relevant financial information with WEDCo leadership and NewCo companies.
- Respond to financial and funding inquiries in a timely and professional manner.
- Build positive working relationships with internal and external stakeholders.
- Support WEDCo's commitment to economic development and the growth of Wolastogey-owned businesses.

Qualifications & Requirements

- Post-secondary degree or diploma in **Finance, Accounting, Business Administration, Economics, or a related field**. Equivalent education and relevant experience may be considered.
- Minimum **3 years of relevant experience** in finance, accounting, financial administration, funding coordination, business administration, or a related field.
- Experience preparing funding applications and financial reports is strongly preferred.
- Experience working with **First Nation funding agencies, government funding programs, economic development organizations, or financial institutions** is considered a strong asset.
- Strong financial, analytical, and problem-solving skills.
- Advanced proficiency with **Microsoft Excel** and strong working knowledge of Microsoft Office.
- Experience working with financial software and accounting systems is an asset.
- Ability to develop and maintain spreadsheets, financial tracking tools, reports, and basic financial models.
- Strong attention to detail and a high degree of accuracy.
- Excellent organizational and time-management skills.
- Ability to prioritize and manage multiple projects and deadlines in a dynamic environment.
- Strong written and verbal communication skills.
- Professional interpersonal and relationship-building skills.

- Ability to work independently while contributing effectively as part of a team.
- Demonstrated discretion and ability to maintain confidentiality.
- Strong initiative and a proactive approach to identifying opportunities and solving problems.

Preferred Assets

The following would be considered strong assets:

- Experience working with First Nation organizations or Indigenous economic development corporations.
- Knowledge of First Nation, provincial, and federal funding programs.
- Experience working with financial institutions and commercial lending programs.
- Experience with grant applications, contribution agreements, claims, and compliance reporting.
- Experience with QuickBooks or other accounting software.
- Experience with financial modeling, forecasting, and budgeting.
- Knowledge of New Brunswick's business and economic development environment.
- Experience working with multiple businesses, subsidiaries, or NewCo organizations.

What We Are Looking For

The successful candidate will be someone who takes ownership of their work, follows through on commitments, and is comfortable working in a fast-paced environment where priorities can change quickly.

You will be expected to be **organized, accurate, proactive, resourceful, and solutions-oriented**, with the ability to manage multiple deadlines while maintaining a high level of professionalism and confidentiality.

This is an opportunity for an individual who wants to contribute directly to the growth and development of WEDCo and its expanding portfolio of Wolastogey-owned businesses.

Why Join WEDCo?

WEDCo is focused on creating sustainable economic opportunities, developing businesses, building partnerships, and supporting long-term prosperity for the Wolastogey Nation.

The Financial Services Coordinator will have the opportunity to work across a diverse range of businesses, projects, funding programs, and economic development initiatives while working closely with WEDCo leadership and its growing network of partners.

If you are a motivated financial professional who enjoys finding opportunities, solving problems, and helping businesses grow, we encourage you to apply.