

Employment Opportunity

Chief Finance Officer

CONFIDENTIAL

Our client is seeking a highly motivated individual to work as a full-time Chief Financial Officer. Reporting to the Chief Administrator Officer, the CFO is an integral part of the senior team with the innate ability to consistently practice and demonstrate understanding and knowledge of Treaty First Nations. The CFO will work alongside the leadership team and has oversight and responsibility for the business planning process and facilitates change in the organization to improve financial processes, reporting, fiscal accountability, and best practices.

Responsibilities

- Providing full comptrollership functions to ensure finances are managed according to legislation guidelines, policies, procedures and accounting principles and practices.
- Conducting financial risk management and analysis and participating in strategic planning on all financial matters pertaining to the First Nation.
- Development of annual operating budgets for their respective programs and/or project areas and providing monthly financial reports on all funds administered by the organization to the Board and present the Audited Financial Statements to the Nation members.
- Managing and monitoring payroll systems.
- Administer and supervise finance staff.
- Maintaining positive working relationships with First Nations Governments, organizations, Municipal, Provincial, Federal Government agencies and non-Governmental organizations.

Education, Qualifications, and Work Experience

- A professional accounting designation as a Chartered Professional Accountant (CPA) is preferred.
- Minimum 10 years working experience in senior finance position.
- Solid skills with computerized accounting programs, accounts payable and accounts receivables including Quick Books and reporting.
- Solid understanding of federal, provincial funding policies and contribution agreements.
- Extensive skills in the preparation of financial statements and preparation of financial audit requirements.
- Excellent skills in working with spreadsheets and word-processing programs.
- Excellent interpersonal, verbal, and written communication skills.
- Demonstrated ability to develop and execute strategy and develop and implement new policies and/or Legislation for the Nation.

Additional Requirements

- Possess a valid class 5 driver's license and own or access to a vehicle.
- Willingness and ability to travel extensively within Treaty 8 Territory and other destinations when required.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record vulnerable sector check and valid reference checks.

Please include RESUME, COVER LETTER, AND SALARY EXPECTATIONS in confidence to: [REDACTED]

Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.