



Whitefish Lake First Nation #459 - EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE

Whitefish Lake First Nation #459 (WLFN) is looking for a highly motivated, qualified, dependable, and dedicated individual to fill the position of Director of Finance. This person will be working out of the WLFN Administration Office, located in Atikameg, Alberta.

The Director of Finance is responsible for the day-to-day management of the systems of the financial administration of WLFN and to ensure the financial administration systems, policies, procedures and internal controls are appropriately designed and operating effectively. This position is responsible to oversee that all financial management is maintained according to generally accepted accounting principles. This is a full-time position and the employee will report to the Band Administrator.

Duties & Responsibilities - Summary

- Assist with the development of a financial administration policy for the Nation
- ensure the financial administration systems, policies, procedures and internal controls are appropriately designed and operating effectively;
- Oversee finance staff of WLFN Administration and its entities (as required);
- Supervising the quality of accounting and financial reporting for WLFN and its entities ;
- Enhancing the financial checks and controls to ensure integrity in financial reporting and ensuring and supervising a proper accounting cycle.
- Prepare the draft annual budgets; prepare monthly, quarterly and as required financial reports to the Chief & Council;
- Actively monitor compliance with any agreements and funding arrangements entered into by WLFN;
- Administer and supervise the preparation and maintenance of financial records and the financial administration reporting systems;
- Carry out any other activities specified by the Band Administrator that are not contrary with the Director of Finance's duties under an approved WLFN Policy or Law; perform any other duties of the Director of Finance under a WLFN policy and/or law;

Employment Requirements

- Post-secondary degree in accounting/finance or equivalent education;
- Preferred professional designation(i.e. CA, CMA, CPA, CAFM etc.);
- Minimum 5 years of related senior financial and administrative experience;
- Experience with project funding; knowledge of Federal government policies that apply to First Nations (ISC etc.
- Knowledge of the QuickBooks accounting system; proficient in managing computerized financial and payroll systems, spreadsheets and word processing programs;
- Effective verbal and written communication skills, ability to supervise personnel, strong management skills; skilled conflict management, analytical and problem-solving skills

Compensation and Benefits

- Competitive salary and benefits (Negotiable)
- Pension plan program; comprehensive health, dental, and vision
- Relocation assistance and other benefits

All resumes are to be submitted to Lori-Ann Anderson, Assistant Administrator by email to

Lori-ann.anderson@whitefishadmin.ca. **Only those selected for an interview will be contacted. Open Until a suitable Candidate is found**