

MISTAWASIS FIRST NATION

CHIEF FINANCIAL OFFICER

Position summary:

Reporting to and under the direct supervision of the Mistawasis First Nation, Director of Operations the Chief Financial Officer (CFO) is responsible for planning, organizing, directing, controlling and evaluating the operation of the Bands financial and accounting department.

The CFO will develop and implement MFN's Financial Policies and prepare various reports for Chief and Council and senior management.

Duties:

- Plan, organize, direct, control and evaluate the operation of MFN's Financial Management and Accounting Department.
- Develop and implement the financial policies, systems and procedures of the Band's Finance Department.
- Prepare and coordinate the preparation of monthly financial statements, summaries and other cost benefits analysis and financial management reports.
- Coordinate the financial planning, budget process, analyze and implement necessary corrections to provide accurate reports and estimates.
- Evaluate financial reporting systems, accounting procedures, investment activities and make recommendations for authorized changes to procedures, operating systems, budgets and other financial control functions to senior management and Chief & Council.
- Notify and report to senior management or Chief & Council concerning any trends that are critical to MFN's financial performance.
- Establish sound financial and administrative controls.
- Ensure appropriate systems and procedures are developed and implemented to provide sound budgetary control

Qualifications:

- A University degree in Business Administration, Commerce, Certified Chartered Accountant and or a combination of education and proven work experience.
- Several years established experience as a senior manager in financial, or other business services are required.
- Senior managers in finance will require a professional accounting designation.
- Valid Drivers license is required.
- Incumbent must be able to demonstrate superior communications skills with a diverse audience.
- Knowledge of First Nation Culture is an asset.
- A Canadian Criminal Record Check (CPIC) and Criminal Sector Check is required.

Please forward a cover letter, resume and current references to:

Louis C. LeDoux – Director of Operations

Mistawasis First Nation

Box 250, Leask, Sk., S0J 1M0

Fax: 306-466-2299

Email: louis.ledoux@gmail.com

Application deadline – November 23, 2011

Only those candidates to be interviewed will be contacted