

# Mistawasis Nêhiyawak Chief Financial Officer Full Time Position



## **Position Summary**

Under the supervision of and reporting to the Director of Operations, the Chief Financial Officer will be responsible to oversee all aspects of the financial management of Mistawasis Nêhiyawak and report on all financial activities. The successful candidate will be a self-motivated individual who can work independently as required.

## **Introduction/Philosophy**

The fundamental duty of this position is to provide timely and accurate financial information on the First Nation to the Chief and Council, Management, Boards and Committees (as applicable) and funding and regulatory agencies via reports including financial and managerial statements.

The position is an integral part of the management team of the First Nation, assisting in financial, human resource and other matters as required. The position is responsible to implement, monitor and enforce financial and human resource policies as adopted by the First Nation and adhere to the terms and conditions of funding and regulatory agreements.

## **Duties/Responsibilities**

- Oversees all financial activities on a day-to-day basis and ensures that such activities are being carried out in accordance with the directions of the Chief and Council and with established policies, procedures, agreements and contracts.
- Assumes a key role in assisting the Director of Operations in negotiating funding agreements and in the development of expenditure plans that match revenues from such agreements.
- Assists the Director of Operations in the design of office administration systems, financial systems and program procedure systems and performs follow-up as required.
- Provides input into the development and/or implementation of the First Nation's Strategic Plan and performs follow-up as required.
- Provides financial reports on a regular basis.
- Advises and assists the Director of Operations in management and decision-making as required.
- In conjunction with the Director of Operations and Management as applicable, prepares the annual budget and expenditure plans according to the funding levels anticipated.
- Prepares detailed year-end audit working papers, financial statements and schedules and facilitates audit fieldwork.

- Assists with legal counsel liaison as required.
- Schedules working time so as to prioritize and complete tasks necessary to the continuing operation of the First Nation in a timely manner.
- Attends training and workshops as applicable to enhance knowledge to continually improve efficiencies in the Finance Department.
- Assumes operational responsibility for all matters related to Finance including:
  - The development and maintenance of a Chart of Accounts and a logical numerical coding system for all program activities;
  - The development of detailed and substantiated budget proposals for maintenance of existing program levels as well as new program initiatives;
  - The reconciliation of the general ledger and subsidiary accounts on a regular basis;
  - The evaluation of compliance of financial reporting with funding agency requirements;
  - The preparation of periodic financial reports according to the terms and conditions of the funding agreements and coordination of the submission of these reports with required written reporting from other staff;
  - The payment of invoices and reconciliation of supplier accounts (manages Accounts Payable);
  - The preparation of invoices and reconciliation of customer accounts (manages Accounts Receivable);
  - The preparation of routine reports that include financial statements, cash flow analyses, financial projections, external financial information reports and budget statements;
  - The maintenance of up-to-date program and accounting files, including payment summary and information files;
  - The maintenance of all staff timesheet and payroll systems;
  - The maintenance of all benefits plans for staff including the group insurance and registered pension plans; and
  - Other duties related to the financial operation of the First Nation as required.
- Identifies and evaluates possible courses of action through the use of quantitative and qualitative methods in order to provide business advice for decision making including:
  - The preparation of financial evaluations and/or analyses for the Director of Operations and the Chief and Council as required;
  - The evaluation and explanation of financial/accounting policies of the applicable funding agencies; and

- The interpretation and review of variance reports and submission of recommendations for Chief and Council, Management, Board and/or Committee review as applicable.
- Assists in staff training including:
  - The preparation of basic computer training programs for staff; and
  - The training and support of staff in new accounting procedures/practices and internal controls.
- Develops and implements policies and procedures which improve the quality of both the decision making process and decisions of the First Nation including:
  - Writing, maintaining and periodically revising the accounting/management policies and procedures for the First Nation; and
  - Reviewing and/or recommending new operational practices and/or processes.
- Participates in the corporation decision-making processes including:
  - The preparation of information packages to help secure outside financing for the First Nation;
  - Networking with other federal, provincial, municipal and Indigenous organizations to maximize opportunities;
  - In conjunction with the Director of Operations and Management as applicable, assisting in the design and maintenance of Management Information Systems;
  - Determining the insurance needs for the First Nation and the selection of the insurance agent;
  - Making recommendations regarding software needs; and
  - Making recommendations on budget, policy and procedures with regard to administrative matters.

### **Nature & Scope**

The Chief Financial Officer reports directly to the Director of Operations and to senior managers and indirectly to Chief and Council.

The Chief Financial Officer is responsible to report financial information to the Chief and Council and Membership of the First Nation on a regular basis.

The Chief Financial Officer has authority under the First Nation Financial and Personnel Policies and the applicable policies and agreements of the funding and regulatory agencies as applicable. The Chief Financial Officer has a responsibility to ensure compliance with all applicable policies.

## **Work Conditions**

- Hours of Work from 8:30 – 4:30 as per Mistawasis Personnel Policy
- Holidays/Gifted Time: as per Mistawasis Personnel Policy
- Travel and Reimbursement as per Policies
- Benefits (Group Insurance and Benefits, Pension Plan.)

## **Qualifications**

- Must possess an accounting designation (CPA, CA; CPA, CMA; CPA, CGA);
- Must have a minimum of five years' experience in a related position;
- Must have an excellent working knowledge of and skill in the ACCPAC Advantage Series software and with the XYNTAX program;
- Must demonstrate skills in payroll software and time capture applications and processing payroll;
- Must demonstrate skills in PC software applications, specifically the MS Office programs Excel and Word;
- Must demonstrate excellent organizational, interpersonal and communication skills (both oral and written);
- Must possess and maintain a valid Saskatchewan driver's license for the duration of employment;
- Previous experience working with a First Nation organization is an asset;
- Knowledge of First Nation accounting and working with funders such as FNIH and INAC is an asset; and
- Must be bondable.

This is a permanent position with an attractive salary and benefits package.

A clear criminal records check and vulnerable sector check must be presented at interview.

**Application deadline is June 12<sup>th</sup>, 2017 at 4:30 pm**

To apply, please submit your resume and cover letter detailing your qualifications along with three (3) references to:

Mistawasis Nêhiyawak  
Attention: Director of Operations  
Box 250  
Leask, Saskatchewan  
S0J 1M0  
Fax: (306) 466-2299  
Email: [lledoux@mistawasis.ca](mailto:lledoux@mistawasis.ca)

Only successful candidates who make the short list will be contacted.  
Recruitment process to continue until a successful candidate is selected.