



SUCKER CREEK FIRST NATION

EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE

SUMMARY:

Reporting to the Nation Manager/RAA, the Director of Finance is responsible for all financial and fiscal management aspects of Sucker Creek First Nation. Provide leadership and coordination in the financial, planning, accounting and budgeting efforts of the Sucker Creek First Nation.

OBJECTIVES:

To support the Nation Manager/RAA in carrying out the Nation Manager/RAA's financial operations, as outlined in the SCFN Financial Custom Law.

To maintain the books of the SCFN, in accordance with generally accepted accounting principles.

To support the Program Directors in developing their departmental budgets, proposal submissions, ensuring deadlines are met. Provide assistance by way of accurate financial reports and advice in monitoring their financial situation throughout the fiscal year.

DUTIES:

- Supervise finance staff.
- Provide for appropriate career building and professional development activities to ensure a climate of growth for employees.
- Manage ongoing banking relationships for maximum efficiency.
- Oversee the management of the payroll, accounts payable functions ensuring efficient systems, process and controls.
- Develop and oversee accounting policies and procedures to meet both current and future strategic plans of the First Nation.
- Oversee the external audit, review and analyze results and recommend for approval the audited financial statements.
- Ensure the team delivers the highest standard of departmental, cross departmental and cross foundation teamwork and service delivery for the Sucker Creek First Nation community.
- Oversee reporting to Indigenous Service Canada including First Nation Indian Health Branch (FNIHB), CMHC.
- Develop and prepare a monthly management reporting package.
- Lead and oversee proposal submission, ensure deadlines are met by Program Directors/Managers.

QUALIFICATIONS:

- A degree in Finance or Business Administration or 5 years of related work history in Finance preferably with First Nation organizations.
- Experience in managing a financial unit and accounting cycle.
- Possesses supervisory and management skills.
- Possesses excellent decision making, assessment and organizational skills.
- Strong oral, written, interpersonal communications and customer service skills.
- Demonstrated knowledge and understanding of administrative planning and evaluation principles and techniques.
- Working knowledge of funding and reporting arrangements.
- Working knowledge of federal and provincial labour laws and employment standards.
- Must possess knowledge of computer programs, particularly Sage Acc Pac accounting software, micro soft word, excel.
- Must possess a valid driver's license and submit a driver's abstract.
- Must provide a criminal record (CPIC) check, as required.
- Ability to speak Cree is an asset.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

"Will be posted until a suitable candidate is found."

Must be Canadian Citizen, late applications will not be considered – Only those qualified and contacted will be interviewed:

Mail or email to:
Box 65
Enilda, Alberta
T0G 0W0
Attn: Lillian McNab

Fax: 780-523-3111
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