



**JOB TITLE:** Finance Director

**POSTING DATE:** November 26, 2020

**PROGRAM DEPARTMENT:** Finance

**CLOSING DATE:** OPEN UNTIL A SUITABLE CANDIDATE IS HIRED

**SALARY:** Highly Competitive

**JOB SUMMARY:**

Under the general direction of the Band Manager, this position is responsible for the overall Financial Administration of the Council, including the integrity and accuracy of Duncan First Nation's financial reporting system. The incumbent is responsible for all financial and fiscal management aspects of the Duncan's, allowing for the administration of the organization in a cost effective manner.

The Finance Director has the lead role in coordination of accounting, financial reporting, and budgeting activities within the Nation's government to manage organizational funds in a fiscally prudent manner to ensure adequate cash flow to meet the band's needs.

**CULTURAL WELLBEING & GROUNDED NORMALITY:**

It is paramount that all positions within the administrative team strive to communicate and serve the Indigenous Peoples of Duncan's First Nation in a manner that respects, enhances and promotes cultural identity and wellbeing of both the individual and program/service providers. This position will strive for cultural wellbeing through:

- Cultural awareness and sensitivity;
- Understanding and complying with any Duncan's First Nation policies or position statements on cultural care (and ensuring it is reflected in individual training / professional development plans);
- Ensuring that plans, policies and activities undertaken promote and reflect the holistic health and well-being of the People of Duncan's in a way that incorporates and promotes the culture of the Duncan's People and their Traditions; and
- Overall, assisting in the articulation and establishment of cultural influence or knowledge expectations in the Duncan's organizational planning and day-to-day operations.

**RESPONSIBILITIES:**

- Managing all finance and accounting operations
- Coordinating and directing the preparation of the budget and financial forecasts and report variances
- Preparing and publishing timely monthly financial statements

**DUTIES:**

1. Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition.

2. Coordinate and direct the preparation of the budget and financial forecasts and report variances.
3. Prepare and publish timely monthly financial statements.
4. Coordinate the preparation of regulatory reporting.
5. Research technical accounting issues for compliance.
6. Support month-end and year-end close process.
7. Ensure quality control over financial transactions and financial reporting.
8. Manage and comply with local, provincial, and federal government reporting requirements and tax filings.
9. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
10. Additional controller duties as necessary.

#### **KNOWLEDGE AND SKILLS:**

- Proven working experience as a Financial controller
- 3+ years of overall combined accounting and finance experience
- Undergraduate or Advanced degree in Accounting (CA, CGA, CMA Preferred)
- Must have experience with SAGE 300

#### **EXPERIENCE:**

The position must have a strong knowledge of First Nation/Indigenous Government systems and issues, knowledge of Aboriginal/Indigenous Funding Agreements, Knowledge of Human Rights Legislation, Federal Labour Laws, and knowledge of issues facing Alberta/Canada's First Nations. The position requires comprehensive knowledge and demonstrated experience with GAAP. Position requires extensive expertise in all areas and ability to provide sound advice and make decisions. This position leads others, coordinates and manages employees. Position requires advanced knowledge in a variety of financial areas.

#### **OTHER REQUIREMENTS:**

- In order to be awarded this employment, candidates must successfully and periodically undergo (i.e., every year or as needed) an appropriate criminal records review and police record check to demonstrate that there are no relevant charges or convictions. Duncan's First Nation will reimburse the cost of doing undergoing the criminal records review and police record check.
- May be required to periodically outside of normal working hours (including overtime), and to function independently.
- Ability to plan and work with little supervision.
- Successful applicant must agree to abide by Duncan's First Nation organizational policies (i.e., personnel policy and other policies).
- Ability to work independently, be highly organized, prioritize workload, possess and apply excellent communication skills (written, verbal, inter-personal).
- Preference may be given to Aboriginal applicants and those with more than 3 years related experience.
- Must perform other duties as assigned.