



# EMPLOYMENT OPPORTUNITY



<b>POSITION: Finance Manager</b>	<b>DEPARTMENT: Finance</b>
<b>JOB CLASSIFICATION: Permanent Full-Time</b>	<b>REPORTS TO: Band Manager</b>

## SUMMARY OF POSITION:

Working under the direction of Chief and Council and reporting to the Band Manager, the Finance Manager performs professional, advisory and confidential financial tasks abiding by the Financial Management Policy and Procedures Manual and significant legislation to safeguard and report on the financial status of the First Nation. The position is responsible to lead the annual budgeting process, forecasting, providing monthly and annual financial reports and analysis, monitors cash flow, account reconciliations and all financial transactions. The position is responsible for ensuring financial management is consistent with general accepted accounting principles (GAAP) that meet audit standards. The position will lead a team of financial clerks to adhere and uphold the policy and procedures, develop the appropriate administration forms and approval processes on finance procedures. The position ensures payroll is processed in an accurate manner, supervises accounts receivable and accounts payable, creates and maintains relationships with service providers and contractors, including banking and auditors. This individual will be responsible for the coordination, implementation, and evaluation of all Moosomin financial programs. Proposal writing and reporting to funding agencies will also be required.

## KNOWLEDGE / SKILLS AND ABILITIES / ATTRIBUTES:

- ✎ This position is governed by the Moosomin First Nation Financial Administration Law that is in place to manage and safeguard the organization’s resources and will deliver specific services including budgeting, forecasting, cash management, accounting, payroll, benefits administration, financial reporting, and procurement.
- ✎ This position is responsible for providing timely, accurate and relevant financial information to the applicable Boards, Committees, and management ensuring compliance with relevant legislation, regulations, agreements, directives, policies, and laws governing MFN financial resources

## QUALIFICATIONS:

- ✎ Have a bachelor’s degree in Commerce, Business Administration, or related field; a certificate or diploma and a significant amount of Senior Management related experience may be considered
- ✎ Knowledge of First Nation issues, challenges, and delivery models
- ✎ Strong written and verbal communication skills
- ✎ Ability to work independently
- ✎ Possess a valid Driver’s License
- ✎ Provide a clean CPIC (criminal record check)
- ✎ Possess a strong work ethic, and be dependable and reliable
- ✎ Strong analytical, logical, and financial abilities.
- ✎ Ability to think and problem solve strategically and respond to challenges with innovative solutions.
- ✎ Commitment to work collaboratively in a team environment.
- ✎ Possess well-developed computer skills with word processing, spreadsheets, accounting and payroll software and financial systems.
- ✎ Value diversity, respect differences and build upon cultural and individual variability in the workplace
- ✎ Experience working with First Nation organizations would be an asset.

Please apply by submitting a **covering letter and resume** to:

**Attention: Sabrina Myo**  
 Human Resources Manager  
 Moosomin First Nation  
 PO Box 98  
 Cochin, SK, S0M0L0  
 Phone: (306) 386-2206  
 Fax: (306) 386-2098  
 Email: [sabrina.myo@moosomin.ca](mailto:sabrina.myo@moosomin.ca)

**Closing Date: August 8, 2022, at 3:30pm**

*PREFERENCE WILL BE GIVEN TO QUALIFIED Moosomin First Nation Members.  
 Please note that only those candidates selected for an interview will be contacted*