



**Human Resource Department
P. O. Box 250
Leask, SK S0J 1M0
(306) 466-4800 (B) (306) 466-4501 (F)**

POSITION: Chief Financial Officer (CFO)

SUMMARY:

The CFO shall oversee and report on all aspects of the financial management and activities of Mistawasis.

The CFO will contribute to the business strategy, financing, and operations of the organization as a key member of the senior leadership team. He/she will work very closely with the Chief Executive Officer, and is responsible for providing leadership and direction in the areas of accounting, corporate reporting, risk analysis, compliance, finance and treasury.

DUTIES AND RESPONSIBILITIES

- Oversees all financial activities on a day-to-day basis and ensures that such activities are being carried out.
- The preparation and submission of routine reports that include financial statements, cash flow analyses, financial projections, external financial information reports and budget statements in accordance to the terms and conditions of the funding agreements.
- The development of detailed and substantiated budget proposals for maintenance of existing program levels as well as new program initiatives.
- Review the accounting and financial reporting systems and address required improvements.
- Be responsible for the financial audit and control processes necessary to monitor the performance of the company against established budget and risk targets.
- Manage all activities of suppliers of financial services to the company including, but not limited to: accountants, auditors, underwriters, brokers, etc.
- Evaluation of Mistawasis compliance of financial reporting with funding agency requirements.
- Management of the Account Payable, Receivable, and Payroll functions.
- Be responsible for the preparation and issuance of all corporate reporting requirements including, but not limited to: Quarterly and Annual Reports and other regulatory disclosure requirements.
- Ensure the financial statements accurately represent the financial position of the company and its operations.

SKILLS AND ABILITIES

- Attention to detail and high level of accuracy in preparing and entering financial information.
- High level of integrity, confidentiality and accountability
- Proficiency in MS Office suite (Outlook, Excel, Power Point, and Word)
- Advanced proficiency with accounting software/applications.
- Able to prioritize duties and effectively manage time.
- Detail oriented and organized.
- Analytical and problem-solving skills.
- Able to make decisions independently.
- Interpersonal and communication skills.
- Able to work in a team environment.
- Tolerance to stress.
- Negotiation skills.
- Flexibility is required.

QUALIFICATIONS REQUIRED: (EDUCATION & EXPERIENCE)

- Post-secondary degree in Accounting (a major in Finance, Business or Commerce maybe acceptable combined with work experience).
- MBA would an asset.
- Chartered Professional Accountant (CPA) or other relevant designation is preferred.
- 10 years' experience with at least 3 years in a managerial position.
- Extensive knowledge and experience dealing with accounting systems, budgets, internal control, business planning and asset management.

Note: Current CPIC and Vulnerable Sector Check are required for the successful applicant.

Working part-time offsite is a possibility.

Salary to commensurate with Qualifications and Experience.

Closing date for applications is Monday, Nov. 14, 2022

Only those candidates to be interviewed will be contacted.

Please forward a cover letter, resume, and current references to: jliu@mistawasis.ca

Attention: Joseph Liu – Director of Operations

Mistawasis Nêhiyawak First Nation

Box 250, Leask, Sask., S0J 1M0 Phone: (306) 466-4800 Fax: (306) 466-2299