



# CARRY THE KETTLE NAKODA NATION

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## JOB POSTING: Director of Finance

**Employer:** Carry The Kettle Band Administration

**# Of Position:** One (1)

**Employment Terms:** Full-Time

**Length of Employment:** 1 year term with possibility of renewal

**Salary:** To be determined with qualifications

**Location:** Band Administration

### RESPONSIBILITIES:

Working under the direction of the Chief and Council and in conjunction with the Director of Operations, the Director of Finance performs professional, advisory and confidential financial duties abiding by the Financial Management Policy and Procedures Manual and relevant 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, oversees accounts receivable and accounts payable, creates and maintains relationships with service providers and contractors, including banking and auditors.

### EDUCATION AND EXPERIENCE

- Bachelors degree in Commerce, Business or Accounting or related field
- A minimum 7 years of relevant work experience in progressive finance roles performing planning, analysis and reporting in a leadership capacity, preferably in a First Nation environment. Equivalent education and experience may be considered.
- A professional accounting designation (CPA) is preferred.
- Experience developing budgets, forecasting, customizing and generating financial reports, working with accounting software.
- Experience successfully managing and leading a team.

### KNOWLEDGE, SKILLS & ABILITIES, PERSONAL SUITABILITY

- Knowledge of reporting requirements, federal, provincial and other regulatory bodies related to First Nation operations
- Knowledge of financial analysis, planning and GAAP principles and practices
- Experience with all modules of Sage ERP 300 accounting software
- Strong Microsoft office skills with an emphasis on Excel
- Oral, verbal and written communication skills
- Strong problem-solving skills with an ability to think critically, identify creative solutions outside of the box, and thrive on new challenges
- Dedication to teamwork and leadership, ability to manage and lead staff in the accomplishment of goals
- Ability to comply with CTK policies, federal and provincial legislation
- Courteous, professional manner and strong interpersonal skills
- Demonstrated ability to establish rapport with stakeholders and act as a role model
- Demonstrated ability to present and promote change at the organizational level
- Ability to work well under pressure, able to meet demanding deadlines with a calm manner
- Ethical behavior when dealing with sensitive information

**PREFERENCE WILL BE GIVEN TO QUALIFIED CTK FIRST NATION MEMBERS.** If interested, submit resume; cover letter; copies of certification; recent Criminal Record Check; reference letters in confidence to the Attention of Human Resource Manager via email at [cegakinhrm@gmail.com](mailto:cegakinhrm@gmail.com) or fax to 306-695-2084 by **September 19, 2019** closing date. Only selected applicants will be contacted for an interview.