



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING

Chief Financial Officer (CFO)

Overview:

Accountable to the Executive Director, the CFO participates as an integral member of the senior management team and performs duties in accordance with the mandate and priorities of the First Nation.

The CFO will also lead, manage and carry out the full range of financial activities, including budgeting, accounts receivable and payable, preparation of audit papers and a variety of financial reporting. The CFO oversees all finances for the Band Administration, Health, Housing, Ontario Works, Public Works and any other Band Programs or Services as assigned by the Executive Director. The CFO develops and implements financial policies, systems and procedures, and monitors compliance.

Preferred Qualifications:

- CPA accounting designation;
- A minimum of 5 years experience in finance, accounting, payroll management, budgetary planning, development and implementation;
- Advanced level of knowledge of computer accounting software, ideally ACCPAC Plus;
- Experience with audits, working papers, budgets, internal controls and external payroll providers;
- Demonstrated management experience supervising, mentoring and training staff;
- Ability to redesign systems;
- Demonstrated meticulous attention to detail;
- Ability to communicate complex information to a wide variety of audiences;
- Demonstrated superior financial acumen, written and verbal communication skills;
- Demonstrated effective interpersonal and negotiation skills, leadership, teamwork and judgment;
- Ability to speak Cree, Ojibway or Oji-Cree would be an asset.

Duties and Responsibilities:

- Leads, focuses, builds, develops and motivates the branch in the successful achievement of the First Nation and CLFN's financial plans, goals and objectives;
- Develops and implements financial training and development opportunities for the First Nation, supports staff toward achieving professional designations in the field of Accounting, and provides one on one mentoring and coaching when requested or necessary;
- Leads, manages and carries out the full range of financial activities, including budgeting, accounts receivable and payable, payroll activities, preparation of audit papers and a variety of financial reporting;
- Oversees the management of all leases, contracts and other financial commitments;
- Develops and implements financial policies, systems and procedures, and monitors compliance;
- Prepares journal entries, reconciliations, financial statements, estimates, summaries and carries out a wide variety of financial analyses;
- Ensures the timely and accurate preparation of month and year-end adjusting, correcting, recurring, accrual and prepaid journal entries, bank reconciliations, audit working papers and financial statements;
- Provides information and advice to management on strengthening internal controls and compliance and works closely with the external auditors;
- Builds strong and effective relationships and networks both internally and externally to advance the CLFN objectives and promote its positions, policies and interests.
- Must undergo and pass a drug and or alcohol test

DEADLINE: Friday, April 7, 2017 @ 4:00 p.m.

All applicants must include a cover letter, resume with three (3) references (two employment and one character) in a sealed envelope addressed to:

Samantha John-George, Employment Coordinator
Constance Lake First Nation
Box 4000
Constance Lake, Ontario P0L 1B0
Email: samantha.john-george@clfn.on.ca
Fax: (705) 463-2222

However, only those selected for an interview will be contacted.
A Criminal Reference Check will be required.
Job Description is available upon request.