

## INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

**Position: Finance Controller**

### **Background:**

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa finance department, currently inviting applications for the position of Finance Controller, provides financial and administrative support services to the Chiefs of the member First Nations, the Board of Directors, the Chief Executive Officer and the Program Managers and staff of Matawa. The finance department is responsible for financial and compliance reporting and maintenance of all financial activities of Matawa and its related organizations.

### **Position Summary:**

The Finance Controller is responsible for maintaining financial, accounting, administrative and personnel services in order to meet accountability and legal requirements and support Matawa First Nations Management operations.

Specific duties include: providing direction/support/assistance/leadership/supervision to finance administration and I/T staff; assisting program managers with preparation of budgets; assisting CEO, MFA and program managers with review/approval and administration of funding agreements; maintain filing system for funding agreements (revenue); ensuring administration of the reception/general office and I/T requirements for the organization are met; prepare financial statements; maintain General Ledger; recommend additions and/or revisions to financial policies and procedures; authorize payments of \$5,000 or less; prepare/review/verify accuracy of monthly bank deposit slips/bank reconciliations/trial balances/control and clearing of account reconciliations; review/sign EFT batches/cheque batches and cheques prepared by Finance Officers and identify and query irregular activity/amounts/coding, monitor on-line banking daily; prepare and circulate direct deposit/service charge and other electronic transaction information to Finance Officers for posting; maintain capital assets/amortization records; provide financial/accounting services and information to all departments/Program Managers/Board of Directors; prepare audit-ready financial statements and working papers; provide information/recommendations regarding budget preparations/revisions/strategic and financial planning; and, perform other duties and functions as may be assigned from time

to time.

**Preferred Qualifications and Experience:**

Appropriate candidates will have certification as a Professional Accountant (CPA CA, CPA CMA, CPA CGA or equivalent) with at least five years experience managing a budget of \$3 million. Experience with Sage 300 and Sage 50 preferred including knowledge of First Nation governments, culture and traditions.

Candidates will have knowledge, skills and personal attributes as outlined in the Job Description.

**For additional information, including specific qualifications for the Finance Controller position, please view the Job Description at the Matawa website:**

**[www.matawa.on.ca](http://www.matawa.on.ca).**

Please send your cover letter and resume with three references to:

Matawa First Nations Management  
Attn: Neil Miller, Manager Finance & Administration  
233 Court Street South, 2nd Floor  
Thunder Bay, ON P7B2X9  
RE: Finance Controller Competition

Fax: (807) 344-2977  
Email: [reception@matawa.on.ca](mailto:reception@matawa.on.ca)

We thank all applicants for their interest in working with Matawa First Nations Management, however, only those selected for an interview will be contacted.

**Application Deadline:** December 13, 2017 @ 4:30 p.m. ET

