

## BAND MANAGER

**Type of Position:** Full-time, permanent

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

The Band Manager, reporting to Chief and Council, is ultimately responsible for directing and managing staff to work towards achieving the Council's goals through efficient and effective use of Nation resources and service delivery. The Band Manager must ensure business and programs conducted in the community comply with legislation, policies, and procedures as well as best practice and ethical standards.

### Duties and Responsibilities

#### Strategic and Operational Planning

- Lead the coordination and development of comprehensive plans including but not limited to a strategic plan, comprehensive community plan, land use and economic development plan to meet organizational objectives.
- Oversee and manage the Nation's departments, programs and services through direction and guidance to the management team.
- Provide leadership to Department Managers to facilitate the implementation of strategic plans at the department/staff levels.
- Work collaboratively with management to develop operational plans aligned with Council's vision and direction and monitor progress of activities.

#### Financial Operations Management

- Oversee and supervise all financial operations of the Band including budgeting, accounts payable, accounts receivable, end-period reporting, purchasing, and payroll.
- Provide leadership and advice to Chief and Council in the management of financial affairs of Long Lake #58 and its entities.
- Maintain up-to-date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all Band financial policies and procedures.
- Ensure the review of all financial statements and reports are completed in an accurate, complete, and timely manner and present reports to the Council.
- Establish and ensure internal financial controls are in place.
- Monitor purchasing, tendering and other financial transactions for the Band.

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- Ensure reporting to funding programs is completed and fulfils requirements.

### **Program and Service Delivery Management**

- Oversee program set up and service delivery in collaboration with department management.
- Coordinate research and requests for potential funding, programs, and projects through collaboration with management and staff.
- Collectively with management, establish, maintain, and update program policies, procedures, and standards to ensure compliant with legislation and regulation.
- Interpret and research policy needs, applicable legislation, regulation, and agreements.

### **Relationship Management**

- Ensure that Long Lake #58 members can share their views, concerns and needs relative to new or continuous programs, services, and initiatives of the Nation.
- Act as a liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community.

### **Band Council and Administration**

- Attend all Band Council meetings including coordinating the preparation of agendas, meeting records, information and resources for Band Meetings and Band Council Members.
- Act as a liaison between Band Council and Band Members.
- Represent the Band at local, regional, provincial, and national meetings as required.

### **Knowledge, Skills, and Abilities**

- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong team leadership, management, and human resources skills.
- Working knowledge of financial procedures and Generally Accepted Accounting Principles (GAAP) and Public Service Accounting Standards
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective oral and written communications skills.
- Possess cultural awareness and sensitivity.

## **Experience and Education Requirements**

- A Bachelor (or equivalent) degree in a related field in business, finance, Aboriginal studies, or other related field.
- Certified Aboriginal Financial Manager (CAFM), Certified Aboriginal Professional Administrator (CAPA) or relevant certification are considered an asset.

- A minimum of 5-7 years of related leadership experience, ideally in a management role for a First Nations organization, with responsibility for financial management, human resources management, program management, delivery and evaluation, policy development and implementation.
- A demonstrated record of successfully building effective relationships with community members and external stakeholders.

### Other Requirements

- Professional appearance
- Must review and follow all Long Lake #58 First Nation Policies and Procedures, and be able to provide direction to staff on policy interpretation
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

**All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at [applyvia@mnp.ca](mailto:applyvia@mnp.ca).** Please call 204.789.3088 for technical difficulties with submission of your application.

**Closing date:** Until filled

**Applications are assessed as they are received therefore early application is recommended.**

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.