



BIIGTIGONG NISHNAABEG INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Job title: Director of Finance
Department: Finance & Administration
Employment status: Full Time Permanent
Posting Date: January 18th, 2023
Closing Date: January 27th, 2023 @ 4:30pm

Job Summary:

Reporting to the Chief Executive Officer, the Director of Finance will be the lead professional for ensuring the timely production of financial reports and budgets; will oversee the integrity of the internal control structure and will communicate and advise on material and financial activities. They will work collaboratively with the Chief Executive Officer, senior management team, staff and external stakeholders.

Qualifications:

- CGA, CMA or CA designation preferred.
- Minimum of 5 years of experience managing a variety of general accounting functions and payroll;
- Demonstrated experience in process improvement for a diverse group of accounting functions;
- Previous experience in employee benefit administration;
- Experience in policy and procedure development;
- Must be able to communicate effectively;
- Previous experience working in a First Nation is considered an asset.

Duties & Responsibilities:

- Ensure maintenance of effective internal controls to assure safeguarding of assets and reliability of financial statements;
- Facilitate the financial activities of the senior managers through the application and development of appropriate financial management policies and procedures;
- Ensure committed funds are received when due and allocated accurately by monitoring and analyzing cash flows monthly, including revenues, expenditures, receivable and payable and producing monthly statements and variance reports;
- Coordinate the budget process ensuring expenditures meet budget objectives and approval processes;
- Manage the employee benefit program;
- Coordinate and oversee the fiscal year end process, ensuring the accurate and timely closing of the year end books and production of Financial Statement;
- Oversee and monitor the investment of the First Nation funds;
- Provide supervision to the finance department staff;
- Provide advice regarding First Nation business opportunity;
- Assist in the development and implementation of Biigtigong's self-government strategy;
- Other related duties.

How to apply:

Please forward a cover letter, resume and three professional references by email to

recruitment@picriver.com

-Or-

Joni Michano – Human Resources / Payroll Coordinator
Biigtigong Nishnaabeg, P.O. Box 93, Heron Bay, Ontario POT 1R0

Incomplete applications WILL NOT be considered & WILL automatically be screened out.

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