

Black River First Nation is recruiting for the following position:

Director of Finance

In this important role, you will be responsible for the overall accounting and financial processes and systems, financial software programs, internal control and data security systems for the Band and all its related companies.

A key component of this role will be to provide leadership and direction in financial accounting, budgeting, and reporting, monitoring and financial control. This will include providing training to accounting personnel to ensure internal successors and continuity to the department and assisting managers to better understand and manage their program finances.

Specific responsibilities will include:

- Implementation of the Financial Administration Law; preparation and presentation of financial reports to the Chief & Council and Band Members, including balance sheets, income statements, band membership reports, Chief & Council reports, and Program reports;
- Liaising with Program Managers regarding financial accounting, budgeting, reporting, monitoring, controlling and auditing to ensure compliance with generally accepted accounting principles and to coordinate and prioritize planning, expenditures, and reporting;
- Coordinating, preparing, and presenting the annual operating and capital budgets to the Chief & Council and Band Members;
- Project management accounting: maintain financial records for each project, ensure accurate and timely financial statements are prepared in accordance with agreements;
- Coordinating and supervising funds investment, bank transfers, loan payments and intercompany transactions;
- Developing financial policies, coordinating and implementing audit review procedures and supervising and preparing year-end working paper files and financial statements including an analysis of accounts for the annual audit review;
- Planning and scheduling at minimum quarterly meetings with the Chief and Council to present and discuss financial planning, budgets, results, variances and corrective actions;
- Maintaining the financial accounting system based on Generally Accepted Accounting Principles;
- Directing routine accounting functions such as payroll, accounts payable, accounts receivable, bank reconciliations, billings & collections, inventory management, and membership lists;
- Ensuring the safeguarding of the Band's assets;
- Reviewing, analyzing, and maintaining adequate insurance for the Band's assets and Chief & Council's risks; and
- Providing continuous mentoring, and on-the-job training for all finance staff.
- Supervise the administrative function of the Band Office including reception, property/facility management, safety of work environment, oversee the management of all leases, contracts and other financial commitments.

Along with a university degree in finance or business administration, you have a recognized accounting designation such as a CA, CGA, CMA and a minimum of 5 years of experience in an accounting environment with at least 4 years in a supervisory role and at least 2 years in a senior management capacity.

As our ideal candidate, you are able to work independently and have computer proficiency with MS Word, Excel and computerized accounting systems. An effective communicator, both verbally and in writing, you demonstrate strong public relations abilities. Lastly, it would be a definite asset if you are experienced with AANDC funding agreements, and familiar with our traditions and culture.

Salary will be commensurate with qualifications and experience. The successful candidate must provide a criminal record and child abuse registry check. Please forward your resume with three current references and cover letter to:

Chief Frank Abraham
Box 190, Black River First Nation
O Hanley Post Office, Manitoba ROE 1K0
Email: chief.abraham@black-river.ca

Applications for this position will be received up to the close of business on Friday, **February 13, 2015**.

Black River First Nation thanks all applicants; however only those selected for an interview will be contacted.