



EMPLOYMENT OPPORTUNITY

Department/Unit: Finance	Position: Chief Financial Officer	Employment Type: Full-Time	Salary: DOQ
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Position Description

The Chief Financial Officer reports directly to the Chief Administration Officer and is the person who is responsible for leading the financial administration of Brokenhead Ojibway Nation (the "First Nation"). The Chief Financial Officer is responsible for the overall monitoring and reporting on the financial affairs of the First Nation, maintenance of all financial management policies and procedures, and implementation of the First Nation's risk assessment process. The Chief Financial Officer will provide key financial input for decision making to safeguard the First Nation's assets and manage its financial health. This position ensures the successful leadership and management according to the strategic direction set by the Chief & Council by planning, developing and controlling the financial reporting and budgeting functions of the Brokenhead Ojibway Nation.

Primary Duties and Responsibilities (Nature and Scope of Work)

- Keep current on the requirements needed to meet Federal/Provincial financial and banking regulations, funding eligibility and the Financial Administration Law
- Maintain and update the finance policy and procedures of the First Nation in adherence to the Financial Administration Law.
- Attend meetings of the Chief and Council, Finance and Audit Committee and other relevant committees and provide financial reports as applicable
- Oversee day to day management of the First Nation's financial administration system
- Facilitate requests for any information required by the external auditor and evaluate their performance
- Prepare annual forecasts, capital and operating budgets and a five-year financial plan with input from relevant department heads, including any long-term debt financing proposals
- Prepare monthly and year-end financial statements, required schedules and special purpose reports
- Monitor revenues and expenses and prepare budget to actual reports
- Assessing and managing financial reporting risk and reporting risks
- Administer the First Nation's bank accounts, assign banking duties and review and approve account reconciliations
- Monitor and forecast the First Nation's cash position and manage short term liquidity and working capital requirements
- Provide oversight over the procurement process, including assisting in the selection, evaluation, and monitoring of contractors and suppliers
- Ensure requests for payments are accompanied by supporting documentation and are in accordance with budget, financial signing authorities, or other specific limitations
- Conduct ongoing monitoring and management of all long-term debt obligations and reporting
- Analyze and execute any trades/transfers required in the investment account
- Develop the budget for capital project plans and annual capital plan
- Oversee the recording and reporting of tangible capital assets
- Develop and recommend procedures for identifying and mitigating any financial reporting risks and fraud risks
- Authorize any system changes or other major changes to the accounting software
- Provide day to day assistance and advice for staff and supervisors and financial training as required
- Administer the First Nation's privacy program, including ensuring compliance with privacy legislation
- Ensure proper recordkeeping practices are followed on all records that are directly managed
- Administer the process of receiving, investigating, responding and reporting on complaints.
- Maintain standards of GAAP.

Experience, Abilities, Knowledge and Skills

- Proven experience and expertise in financial management, performance reporting and forecasting
- In depth knowledge of financial law regulations and risk management best practices
- Experience working with a Chief and Council and Finance and Audit Committee or equivalent

Proficient knowledge in the following areas:

- Financial management and GAAP.
- Budgeting
- Strong quantitative analysis
- Understanding of relevant legislation, policies and procedures

Demonstrate the following skills:

- Strong leadership skills with the ability to manage, mentor and motivate others
- High degree of ethics, confidentiality and integrity
- Financial management
- Strategic management and planning skills and the ability to apply financial knowledge to create strategies
- Decision making & negotiation
- Effective verbal communication
- Computer skills, including proficiency in spreadsheets and word-processing
- Effective written communication skills, including the ability to prepare reports, policies, and motions

Qualifications (Education, Training, Licenses, Certificates)

- Bachelor Degree in Accounting, or 2 year education with 10 years accounting experience, preferably in First Nations Environment.
- Accredited CPA
- Accredited CAFM is considered an asset

Willing to submit to a pre-employment drug test and future random drug testing.
Knowledge of traditional ceremonial practices an asset.

Please include 3 references with your resume, 2 of the references being from recent employers.

Brokenhead Ojibway Nations offers a competitive compensation package. Preference will be given to a qualified First Nation candidate. We thank all who apply and advise only those selected for further consideration will be contacted.

Application deadline: May 3, 2024

Submit resume & cover letter to:

Susan Fredborg
Human Resources Manager
Brokenhead Ojibway Nation
Box 180
Scanterbury, Manitoba R0E 1W0

Fax to: (204) 766-2021

Email:
bonreception@brokenheadojibwaynation.com

The Brokenhead Ojibway Nation is committed to equity in employment.

Date posted: April 19, 2024