

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Director of Finance

Permanent

Position Summary:

The Director of Finance will provide leadership to Serpent River First Nation ensuring and supporting the First Nation's long-term financial health and growth as they continue to build on the mission and vision statements. They establish strategies that manage the First Nation's financial viability, oversee accounting operations, produce accurate reports and improve or change current practices to increase efficiencies. By working cooperatively with the Director of Operations, Chief and Council, Committee, Senior Management, staff, and the community, this position will manage the Finance Department Staff and Programs and Services.

In support of Serpent River First Nations goal of providing quality management, the Director of Finance shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to its membership.

The Director of Finance shall perform assignments in accordance with accounting principles and based upon industry standards.

Position Duties

- Ensure the overall efficient and effective management of the Finance Department;
- Perform accounting and financial management functions in compliance with accounting principles and based upon industry standards;
- Shall comply with statutory and operational regulations;
- Exercise due diligence in the performance of duties;
- Provide fiscal and administrative support and advice to the Director of Operations and Senior Management Team on all financial matters;
- Ensure appropriate policies, procedures and systems are developed, implemented and evaluated annually to provide fiscal control and accountability;
- Continuously assess financial management operations with the goal of streamlining and automating work processes;

- Develop and administer budgets under the direction of the Director of Operations and provide support to Program Directors in developing their program budgets;
- Prepares monthly, quarterly and annual financial reports as required;
- Maintain strong and stable financial control systems within all operational management areas;
- Continuously evaluate compliance with SRFN finance policies and advise the Director of Operations where issues arise;
- Ensure that all levels of organizational staff operate within the Finance Policy and Procedure section of the Serpent River First Nation Policy and Procedural Manual;
- Provide specialized advice and support to all levels of management in matters of finance;
- Ensure committed funds are received when due and allocated accurately and in a timely manner;
- Ensure accounts payable and accounts receivables is processed accurately and in a timely manner;
- Ensures the general ledger is maintained and updated to support the tracking of financial information in a manner that ensures ease of tracking and reporting;
- Administer the coordination and management of purchasing procedures including purchase orders and cheque requisitions;
- Ensures vendor accounts are established as directed by the Director of Operations;
- Facilitates and tracks invoices for SRFN services and supports as required;
- Maintain files of all financial contribution agreements and a system for tracking when reports are due and ensure they are submitted;
- Provides financial information and analysis to Directors to support their ongoing operations and applications for funding;
- In consultation with Directors, coordinate the preparation of an annual and where possible a three-year forecasted budget for approval by Chief and Council.
- Oversees and coordinates the fiscal year end process and ensures auditing functions;
- Tenders for financial services and supports in accordance with policy and procedures;
- Evaluate financial reporting systems, accounting procedures and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions;
- Ensure monthly and quarterly financial statements are prepared and presented to the Finance Committee and Council, respectively;
- Coordinate, attend and follow up on meetings of the Finance Committee and other appropriate committees of Council.
- Manage loans and mortgage renewals and makes recommendations in the best interest of SRFN;

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

**Detailed Job Description is available upon request*

- Ensure First Nation reserves are established and managed in accordance with policy;
- Ensure that the annual financial audit is completed and presented to Council for approval;
- Lead the implementation of recommendations or issues resulting from the financial audit and post audit policy;
- Establish a capacity model for strengthening a shared approach to financial management, strengthening the fiscal fabric of the community;
- Develop communications with Serpent River First Nation membership to maintain open and trusting relationships directly related to the Director's mandate;
- Attend, participate, and follow up on boards and committees as they relate to the position;
- Through briefing papers, research, interpret and advise Council on federal and provincial legislation and other initiatives that may impact the Band's financial management related to operations;
- Be involved in the ongoing review and implementation of Serpent River First Nation's community- driven strategic planning process;
- In accordance with the strategic plan, prepare an annual work plan to support the financial management aspects;
- Plan for, prepare and follow up on proposals for project-oriented activities related to financial management;
- The Director of Finance functions as a member of the Serpent River First Nation Senior Management Team within an interdisciplinary environment. They will develop working relationships with members of the Senior Management Team individually and collectively;
- Assist with other duties as required.

Qualifications

- Must have an accounting designation and/or a combination of equivalent education and experience working in a senior level financial position of a First Nation and/or organization of similar size and composition;
- Five years¹ relevant work experience in a senior executive position for a First Nation, public sector or government service agency with a proven record of success;
- Knowledge of federal and provincial regulations and programs as they relate to First Nation operations;
- Knowledge of industry standards as they related to Financial Management aspects of the First Nation;
- Must have proficiency in operating within accounting software, operational knowledge of Quickbooks Online an asset;
- Excellent written and oral communication skills;
- Must be self-directed and able to work as part of a multi-disciplinary team;

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- Ability to organize and prioritize a wide variety of assignments using independent judgment with minimal supervision;
- Understanding of contract negotiations, methods and legal procedures;
- Proficiency with Microsoft 365, computer software and office equipment;
- Ability to work as a team in a fast paced environment;
- Must provide a clear CPIC;
- Must provide proof of COVID vaccination (two doses);
- Knowledge of the 7 grandfather teachings.

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentrivern.com
By: OPEN UNTIL FILLED

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