



Hiawatha First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Finance Comptroller
Location: Hiawatha, ON
Duration: Full-Time
Posting Deadline: until filled
Tentative Interview Date: Week of August 27th, 2018
Salary Range: \$80,000-\$100,000

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Finance Comptroller will be responsible for overall integrity of the financial operations of Hiawatha First Nation, to provide accurate information to the Administrator/Chief and Council, including analysis, budgeting, forecasting and preparing financial reports. The incumbent will be responsible for directing and managing accounting finance staff, creating and maintaining internal policies, following existing principles and systems, practices and procedures, and implement changes as required. Other responsibilities will include preparation of the detailed financial statements, annual budgets and reports to Chief and Council, internal and external stakeholders (including community, funders and auditors). This position will be considered a senior level position and all overtime is included in the salary amount. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the First Nation Administrator, but from time to time will take direction and/or generate reports that will be directly for Hiawatha First Nation Council. This position will oversee the finance team.

Summary of Main Responsibilities:

- Oversee budget process and budget submissions from managers; preparing packages to the Administrator and finally Council for approval at budget time
- Prepare monthly, quarterly and other reports as required
- Provide information as required for such things as lobby packages, audits, funding requests or for any other purpose of the council
- Responsibility for all Hiawatha First Nation bank accounts and report on those regularly
- Forecast on budgets and ensure variance reporting from managers is complete
- Follow all accounting principles and legislation, including GAAP and PSAB
- Various analysis on internal and external statements, including Return on Investment, Cost Benefit Analysis statement, etc.
- Participation on various committees, both internal and external to Hiawatha as required
- Overseeing financial staff and providing coaching, mentoring and support to assist them in meeting their goals
- Maintain and ensure policies are up to date and followed, including spending limits and authorities
- Promote the vision, mission and values of Hiawatha First Nation

Requirements:

- Post-Secondary Diploma or degree in Accounting, Business Administration or Commerce or another relevant degree or diploma; and
- Designation as a Chartered Professional Accountant (CPA) or an Certified Aboriginal Financial Management (CAFM) preferred
- Minimum three years' relevant experience in the financial management field, with First Nation financial management experience an asset; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a clear CPIC
- Valid Driver's License

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, email and internet, Sage 300, etc.)
- Experience with budget and financial management
- Experience in project management
- Excellent liaison and networking skills
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Knowledge of legislation and government agencies an asset
- Exhibits a high degree of initiative and self-direction
- Must be analytical with strong attention to detail
- Proactive problem solver with excellent conflict resolution skills

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HR Coordinator

By email: hr@hiawathafn.ca

By fax: 705-295-4424

For more information or a detailed job description, please contact Kelly Maracle at (telephone) 705-295-4421 ext. 15, (telephone or text) 613-920-1676 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all that show interest, however, only those chose for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Hiring Policy*