



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Finance Manager

Posting Type: Internal/External

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: November 2nd, 2018 at noon

Tentative Interview Date: November 6th or 7th, 2018

Salary Range: TBD

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 638 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Finance Manager 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

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

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 preferred

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, email and internet, Sage 300, etc.)
- Seasoned Finance Manager with experience in budgets 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

Personal Attributes:

- 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, HRO

By email: hr@hiawathafn.ca

By fax: 705-295-4424

For more information or a detailed job description, please contact Kelly Maracle at the above.

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen 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 Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants*