



Employment Opportunity Woodland Cree First Nation

Department: Administration

Location: Cadotte Lake

Position: Financial Controller

Number of Positions: 1

Full or Part-Time: Full-time

Application Deadline: June 21, 2024, or until a suitable candidate is selected

We, the Woodland Cree people, will develop and maintain a self-supporting community for our children, which respects the individual, all people, the environment and other communities.

Woodland Cree First Nation (WCFN) is seeking a Financial Controller to join our team located in Cadotte Lake, Alberta.

Reporting to the Band Manager, the Financial Controller will oversee the financial activities of the community, ensuring the accuracy of financial records, compliance with relevant regulations, and the effective management of financial resources. This role requires a detail-oriented professional with strong leadership skills and a commitment to supporting the economic development and sustainability of our community.

Key Responsibilities:

- Oversee the preparation and maintenance of accurate financial records and reports.
- Follow financial policies and procedures to ensure efficient operations and compliance with applicable laws and regulations.
- Manage the budgeting process, including the preparation of annual budgets, monitoring expenditures, and forecasting financial needs.
- Supervise and mentor the finance team, providing guidance and support to ensure high performance and professional development.
- Supervise account reconciliation, manage all accounts and update journal units.
- Oversee month-end closing of accounts, identify issues, compare with last years results and current year projections.
- Conduct financial analysis and provide strategic recommendations to senior management to support decision-making processes.
- Coordinate and liaise with external auditors, ensuring timely and accurate completion of audits.
- Ensure timely and accurate processing of payroll, accounts payable, and accounts receivable.
- Monitor cash flow, manage investments, and optimize the use of financial resources.
- Prepare financial statements, reports, and presentations for the Chief and Council and other stakeholders.

- Stay current with changes in financial regulations and best practices, implementing necessary updates to policies and procedures.
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Performs other accounting responsibilities as necessary

Preferred Skills and Qualifications:

- Bachelor's degree in accounting, finance, or a related field.
- CPA or CAFM designation preferred
- Minimum of 5 years of experience in financial management, preferably in a non-profit or First Nation community setting.
- Excellent computer skills, including working knowledge of Microsoft Office Suite, Syntax, and other Accounting Software
- Effective communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong leadership and team management abilities.
- Ability to manage First Nations policies, procedures, and fiscal relationships with other levels of government
- Good organizational, time management and prioritizing skills
- High level of integrity and professionalism, with a commitment to ethical financial management.

Compensation and Benefits:

- Annual base salary of \$105,000 with increases for experience and certifications
- Generous holiday schedule
- Retention bonus
- Professional learning allowances
- On-site housing available (single/family)
- Employer supplied vehicle
- Strong, supportive First Nations community

How to Apply:

Please forward your cover letter, resume and two professional references by the deadline noted above to hr@woodlandcree.net. Include the position you are applying for in the email subject.

Woodland Cree First Nation is an equal opportunity employer and welcomes all applications. We would like to thank applicants for their interest in this opportunity. Only candidates selected for an interview will be contacted.