

Chief Financial Officer

Naut'sa mawt Tribal Council

The Opportunity

Reporting to the Chief Administrative Officer (CAO), this is a unique and dynamic opportunity to be the Chief Financial Officer (CFO) of an established purpose-driven organization. This is a professionally and personally rewarding opportunity for someone who wants to make an impact on the well-being and everyday lives of Indigenous communities.

Key Accountabilities and Scope:

Reporting to the CAO, the CFO is the lead contact for all financial matters of the Naut'sa mawt Tribal Council (NmTC). The CFO is responsible for financial and accounting functions in accordance with the Tribal Council's policies and generally accepted accounting principles.

Further to being responsible for the transactional business of the Tribal Council, the CFO also provides advice and recommendations for senior administrative decisions and operations.

Areas of Responsibility

- Financial Management and Administration – Provides day to day management of NmTC's financial administration system.
- Participates in the senior management team of NmTC and provides input into decision making and identifies possible financial outcome of decisions.
- Develops, implements and maintains all NmTC financial policies, procedures and systems.
- Provides direction, guidelines, resources and support on all financial-related matters and activities.
- Annual Planning and Budgeting - Creates a budget development calendar, manages the performance of tasks and ensures deadlines are met. Develops and maintains the tools and processes for development of departmental and consolidated budgets, and a multi-year (5) financial budget. Participates in budget planning sessions with the department managers, CAO, the Board, the Finance and Audit Committee, and other key stakeholders. Collaborates with department managers in setting draft budgets for their departments. Inputs the approved budget to the financial reporting and monitoring system and prepares and analyzes budgeted versus actual revenue and expense reports for NmTC activities in accordance with the planning and budgeting schedule. Manages budget amendments that may arise throughout the year.
- Capital Assets - Records and reports Tangible Capital Assets in the financial statements. Prepares the financial information related to routine maintenance and rehabilitation or replacement of Tangible Capital Assets. Develops and recommends procedures for the safeguarding of assets and ensuring approved procedures are followed. Develops the budget for Capital Project Plans and Annual Capital Plan.
- Financial Reporting - Prepares all financial statements and reports in accordance with PSAS and NmTC policies and procedures. Provides regular and ad hoc reporting of financial information

required for all funding, regulatory, compliance and management purposes.

- Financial Institution Account and Cash Management - Represents NmTC in dealing with Financial Institutions including approving financial service agreements and manages NmTC bank accounts. Reviews and approves monthly bank reconciliations on all NmTC accounts. Documents and alerts the CAO of any irregularities in the reconciliation process. Ensures that any irregularities or reconciling items are resolved and adjusting entries are made in a timely manner.
- Procurement: Develops, documents and maintains policies and procedures relating to the procurement process for goods, services, and assets. Assists in the selection, evaluation, and monitoring of contractors and suppliers. Manages and monitors expenditures and ensures that purchases initiated are within budgets and cash is available.
- Expenditures: Controls disbursement of NmTC funds ensuring that all regulation requirements and accountabilities are met. Reviews expenditures and ensures they are permitted under the current annual budget and applicable policies..
- Long-Term Debt Financing: Prepares long-term debt financing proposal reports for each proposed financing and presents it to the CAO for review and comment. Monitors and manages all long-term debt obligations, including timely payments, maintaining sufficient documentation, and performing regular reconciliations of debt transactions. Reports and discloses the long-term debt obligations in the financial statements in accordance with PSAS, the Finance Policy and any agreements under which the long-term debt obligations were incurred
- Investments: Analyzes proposals received from Investment Managers and Custodians and performing a preliminary risk assessment analysis against criteria to be met prior to investing decisions being made by the Board. Recommends transfers, rebalancing, monitoring actions, Investment Manager changes, and any other recommendations relevant to the successful management of the investments. Executes transfers of funds to / from the investment account(s) according to Council instructions.
- Risk Management - Develops and recommends procedures for identifying and mitigating risks for the annual Risk Management Plan and follows these procedures for Financial Reporting Risk and Fraud Risks. Prepares the NmTC investment strategy, insurance coverage and emergency plans. Manages insurance coverage and ensures that it continues to meet the needs of NmTC.
- Financial Management System - Maintains a General Ledger (G/L) and updated monthly reporting system to ensure the facilitation of a continual accounting of revenue received, expenses incurred, and any changes to assets, liabilities and equity. Maintains an efficient accounting system that meets the needs of the overall Tribal Council operations and subsidiary departments as identified by the CAO. Ensures issues and concerns regarding the financial management system are tracked and resolved as required.
- External Audit - Oversees, supervises, directs and facilitates requests for any information required by the auditor to carry out its audit responsibilities. Ensures the accounts are properly updated to reflect audit adjustments, the account balances are reconciled to the audit statements and schedules, and a proper year end closing of the accounts is completed.
- Human Resources Management - Manages finance staff in accordance with Tribal Council standards and performance expectations. In conjunction with the CAO, recruits, coaches, and mentors staff; coordinates training and development activities for finance staff.
- The CFO performs other duties as necessary in the performance of the position and as assigned by the CAO.

Required Role Qualifications:

- A CPA designation is required.
- CAFM designation is an asset.
- Strong working knowledge of GAAP accounting, and experience applying Public Sector Accounting Standards (PSAS).
- Solid understanding of forecasting methodologies
- Working knowledge of accounting and tax software
- Experience using Xyntax is a strong asset.
- 3+ years of CFO, Finance Director or equivalent experience working with First Nations, Inuit, or Métis governments is a strong asset.
- Demonstrated experience implementing and successfully completing First Nations Financial Management Board (FNFMB or FMB) certifications i.e. FAL, FMS or FP, is a strong asset.
- Exceptional financial analysis abilities.
- Ability to plan, direct and control the strategic accounting function for multiple client companies at any given time.
- Ability to analyze existing operations and recommend and implement both revised and new policies, procedures and systems.
- Exceptional ability to motivate, coach and develop team members.
- Excellent communication and interpersonal skills
- Ability to develop, interpret and effectively present financial statements and reports accurately and concisely to the executive management team or Board of Directors.
- Unquestionable business ethics and personal integrity
- Ability to remain calm and instill confidence in stakeholders that are experiencing challenges.
- Proficiency with Microsoft 365.
- Able to travel and possesses a valid driver's license.

Working With NmTC

- This is a full-time position.
- Salary is negotiable based on experience.
- The possibility to work remotely, an extensive benefits package, and a competitive salary.
- Indigenous candidates are highly encouraged to apply.

How to Apply

If you are interested in this opportunity, please email a copy of your resume and a cover letter to Edith Moore, CAO edithm@nautsamawt.com

Applications will only be considered if they are eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Please note only candidates considered for the interview process will be contacted.

Closing date for this posting will be May 31, 2022