

ATIKAMEKSHENG ANISHNAWBEK
INTERNAL & EXTERNAL JOB POSTING

File Number:	WLFN 2017-05
Job Title:	Director of Finance
Regular or Contract:	Regular
Department:	Finance Department
Reports to:	Director of Operations

A. PURPOSE AND SCOPE

The Director of Finance oversees and manages all the financial and accounting processes for the Atikameksheng Anishnawbek in accordance to the Financial Administration Law. This position provides highly specialized advice, guidance and support to all levels of Management in matters of finance, human resources and related areas or disciplines. This position reviews and processes complex transactions and authorizes for payment those financial obligations that are within delegated authority. The Director of Finance has the full responsibility of ensuring sound financial management and has the authority to fulfill these duties.

B. QUALIFICATIONS

Mandatory Requirements

- Bachelor's degree in Accounting or
- Three (3) year College diploma in Business Administration-Accounting
- At least five (5) to seven (7) years of overall working experience in accounting and experience with financial statements and audit preparation
- Certified Aboriginal Financial Manager through the Aboriginal Financial Officers Association
- Professional accounting designation such as: Certified General Accountant, Certified Management Accountant or Chartered Accountant
- Human Resources Management

Additional Requirements

The Director of Finance shall be knowledgeable and possess skills or prior work experience in the following areas:

- Excellent computer skills including experience in word processing, excel spreadsheets, database: specifically Microsoft office suite
- Financial software: specifically SAGE and ACCPAC software
- Working knowledge of electronic file transfers (EFT) and accepted banking processes
- Highly organized work methods that enable you to meet very stringent time deadlines
- Possess a working knowledge of performance management
- Analytical skills: to analyze problems and data and make sound conclusions and recommendations

- Communication skills: to explain technical concepts in non-technical terms to staff and leadership, to communicate effectively in verbal or written format including group presentations
- Contract administration skills: Ability to interpret contract language
- Knowledge of Generally Accepted Accounting Principles (GAAP) and the Financial Administration Law.
- Knowledge of the funding agreements through Aboriginal Affairs and Northern Development Canada (AANDC), Health Canada, Canada Mortgage & Housing Corporation, and provincial ministries and familiarity with the use of Grants and Contributions Information Management System
- Financial accountability to develop measurable financial goals or objectives and evaluate projects/programs financial results, experience preparing budgets and forecasting expenditures
- Supervisory skills: to plan, direct, organize and supervise the work of subordinates
- Establish and maintain cooperative working relationships with others, both internally and externally to achieve the goals of the organization
- Knowledge of Atikameksheng Anishnawbek culture and traditions

C. DUTIES

Project Management

- Provides financial advice and support to Project Teams
- Manages the financial aspects of Atikameksheng Anishnawbek including finalizing the preparation of financial data such as projection, actual and summary reports
- Prepare or coordinates the preparation of financial statements, summaries, and other cost benefit analysis and financial management reports analyze and correct estimates
- Prepares written documents including reports and evaluations as specified by project objectives and activities

Financial Management

- Is responsible for the day to day management of the systems of the financial administration of the Atikameksheng
- Must ensure that the financial administration systems, policies, procedures, directions and internal controls are appropriately designed and operating effectively
- Prepares all Atikameksheng Anishnawbek financial information and maintains all chart of accounts
- Prepare a Financial Operational Plan and update on an annual basis
- Prepares monthly financial information required in Section 71 of the Financial Administration Law (FAL), the quarterly financial statements required in section 72/FAL and draft annual financial statements required in section 73/FAL & 74 FAL
- To actively monitor the compliance with the Financial Administration Law, any other applicable First Nation Law, applicable standards and any policies, procedures and directions of the Council respecting the financial administration of the First Nation
- Utilizes the approved budget parameters in creating the operational plan
- Updates and maintains communication regarding payment and invoice procedures
- Administers the Ontario First Nations Limited Partnership (OFNLP) funding
- Direct the financial planning and accounting practices of Atikameksheng Anishnawbek
- Develop working relationships with all organization staff, lending institutions, and community membership

- Oversee budgeting, auditing, accounting, cash-flow, purchasing and long range forecasting
- Direct the Accounting Clerk in proper procedures and computer application systems necessary to maintain accurate records and to ensure sound accounting controls and services
- Apply for funding with government agencies, to meet the need of strategic plans goals and objectives
- Coordinate funding agreements; monitor reporting requirements; and ensure final reports are submitted according to program reporting and investor relations activities
- Complete and distribute monthly financial variance and general ledger listing reports for Directors & Managers
- Oversee accounts receivable accounting duties
- Complete monthly bank reconciliations
- Plan, administer and control research and administrative budgets for projects, support services, equipment or supplies
- Assist in the negotiation of all funding agreements required by Atikameksheng Anishnawbek
- Develop, review, maintain, educate and enforce all of Atikameksheng Anishnawbek's Financial Policies and Procedures through the continued use of Financial Policies and Procedures Manual
- Responsible for reviewing and monitoring the Director's budgets and notifying variances or problem areas and bringing it to the appropriate Director(s) attention
- Notify Director of Operations of any budget discrepancies in excess of \$5,000
- Authorizes and signs all cheque disbursement within the First Nation in association with the Director of Operations and in accordance with the Financial Policies and Procedures Manual

Auditing

- Coordinates audit procedure with representatives of outside funding sources
- Develop action plans, provide expertise in response to department needs, and support and advise department Directors and Managers
- Prepare and plan the fiscal year end activities prior to the audit
- Oversee and complete all working audit paper transactions for the fiscal year
- Liaison with the auditors and respond to their inquiries
- Report to the Directors & Managers on the draft audit
- Schedules tasks to finalize the audit
- Presentation of the draft audit to the Audit Finance Committee for approval
- Submit approved audit to agencies as per funding agreements
- Complete and close out audit journal entry transactions
- Facilitate the audit presentation at the Annual General Meeting

Personnel

Supervise, monitor, coach, and direct the Finance staff as indicated on the approved organizational charts

- Monitor staff schedules including staff leave – vacation, sick time, etc.
- Ensure time sheets and other appropriate forms are submitted as required
- Establish monthly staff meeting and submit monthly reports as required
- Conduct annual performance evaluations on staff

- Resolve all Human Resource matters pertaining to Finance; oversee department staff for payroll, leave, reports, and discipline
- Work with Human Resources Policy on difficult employee matters
- Work with Managers/Directors in identifying and defining vacant position roles and responsibilities
- To aid in the recruitment, interviewing and selection of the appropriate candidates for those positions
- Co-ordinates internal and external recruitment activities as per Hiring Policy
- Identify all related costs of any position for the use of the department for budgeting purposes

Administrative

- Actively monitor compliance with First Nation Statistical Management Act and the Financial Administration Law, applicable standards and any policies, procedures and directions of the Council respecting the financial administration of Atikameksheng.
- Administer the annual organizational insurance policy
- Provide quarterly reports to Chief and Council on financial status
- Prepares all documentation for management review and report on recommendations to the Chief and Council
- Policy Review & Development; to develop and recommend procedures to Council for identifying and mitigating financial reporting and fraud risks and to ensure approved procedures are followed.
- Participates in the review and/or development of policies and procedures as directed by the Director of Operations
- Ensure polices are being followed
- Responsible for the administration of: Finance Policies and Procedures Manual, Tangible Capital Asset Policy, Funeral and Burial Policy

Audit Finance Committee

- Meet with Audit Finance Committee on a monthly basis
- Prepare variance reports and a quarterly summary report for review by Chief and Council

Application Deadline is: Tuesday June 27 2017 at 4:00 p.m.

SALARY: To commence with the Atikameksheng Anishnawbek salary and job classification scale.

On behalf of Chief and Council, please submit your covering letter, resume and three current reference letters, as well as copies of all diplomas and/ or degrees by one of the following: (1) fax 705-692-5010 (2) hand delivery (3) or by regular mail to:

Jeanne Naponse, Director of Operations
Atikameksheng Anishnawbek
25 Reserve Road
Naughton, ON P0M 2M0

For more information, or a complete job description please contact Director of Operations at 705-692-3651. Thank you to all who apply, however, only those selected for an interview will be contacted.