

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN COMPETITION
JOB ANNOUNCEMENT
Finance Manager

POSITION: Finance Manager
POSTING DATE: July 23/2018
ANTICIPATED START DATE: As Soon As Possible
REPORTS TO: First Nation Manager
HOURS OF WORK: Monday to Thursday, 8:30 a.m. to 4:30 p.m. (including a ½ hour unpaid meal break); Friday, 8:30 a.m. to 1:00 p.m.; additional hours and overtime and occasional evening and weekend hours may be required to meet operational needs, consistent with the Lieu Time and Hours of Work policies.

DUTIES:

This position is responsible to plan, organize, direct, control and evaluate the operation of financial and accounting functions. Responsible for the development and implementation of financial policies and systems, the incumbent will establish departmental performance standards and prepare financial reports and ensure that the assets of the employer are maintained and protected.

KEY JOB FUNCTIONS

Supervisory Activities

- Responsible for oversight and management of the entire Finance Department
- Direct reports: Accounting Manager (AM), Administrative Assistant to Finance Manager (AAFM)
- Indirect reports: Assistant Accounting Manager (AAM), Payroll & AP Supervisor (PAPS), Employment & Economic Development Officer (EEDO), IT Administrator (IT), Accounts Payable Clerks (APC)
- Daily guidance, coordination and supervision of work load to accounting personnel (including coaching, counselling and administering corrective action when necessary in areas of tasks, coding and timing issues with respect to changing needs of FN)
- Review requests for Professional Development, bi-weekly timesheets, leave requests, expense claims and other requests from staff
- Performance review and management. Conduct probationary and annual reviews and Performance Improvement Meetings as required

Policies & Procedures

- Develop, update, review and recommend changes to finance policies and procedures related to finance/ investment matters and best practices, ensure adherence to policy by staff. Follow up with Managers and Council to seek approval of revisions. Implement and administer the Financial Policies & Procedures to all staff

Communication

- Advise Council, Managers, Program Providers, GBH/OLG reps/funder and members with respect to financial matters of MSIFN. Backup for AM, AAM, FMA and FS.
- Active involvement / participation in the MSIFN Management Committee. Sit on hiring panels / committees as required to support the MSIFN operations. Draft Briefing Notes, and review/take forward Briefing Notes from staff to Management Committee/Council on finance related issues.
- Prepare letters, reports etc. as required
- Lead Finance staff meetings
- Actively participate in internal/external meetings and training sessions as required.
- Answer telephone and electronic enquiries and relay telephone calls and messages.

Accounting Activity Management

- Monitor and review expenditures and coding to ensure they are within approved budget limits and report variances back to Management / C&C
- Provide backup as required for Accounting Manager on all accounting activity management (e.g. Bank reconciliation, monitoring of lease payments, trust fund accounting);
- Negotiate and manage MSIFN's insurance portfolio
- Participate in the development of the goals, objectives, policies and procedures
- HST return for lease – quarterly

Accounts Receivable

- Backup for Accounting Manager responsibilities related to deposits, accounts receivable
- Monitor bank balances and transfer between accounts

Payroll

- Backup to Accounting Manager responsibilities related to payroll
- Approve staff time sheets/time of requests

Accounts Payable

- Backup to Accounting Manager for responsibilities related to accounts payable

Tax Administration

- Sewer Tax Administrator: Prepare and issue sewer tax statements/invoices to commercial operators on reserve according to the Sewer Tax Law (STL) and Sewer Service Fee Code (SSFC). Ensure timely receipt. Maintain records according to STL and SSFC. Follow proper procedures to allocate expenses under the STL and SSFC. Correspond with MSIFN legal counsel as required on sewer tax issues / revisions to codes/laws
- Research and review options related to other tax generating activities (property taxes, First Nation HST, etc), bring forward recommendations to Council. Correspond with MSIFN legal department on laws/codes developed to support future tax activity. Actively participate on the Water Team to be mindful of future tax implications related to water project/water utility. Provide input to Water Team / MSIFN legal counsel on drafts of water service codes/laws, etc. Correspond/inquire with First Nation Tax Commission as needed for potential future taxation programs. Deliver committee workshops/presentations as required on MSIFN taxation issues

Reporting

- Backup to Accounting Manager for all reporting responsibilities

Budgeting

- Meet with Council and Program Providers for annual budget approval
- Backup to Accounting Manager for all budgeting responsibilities

Investments

- Oversee Investment Activities; Review and monitor investments and make recommendations with Financial Advisor(s) on investment opportunities and asset mix in investment pool. Monitor bank balances to ensure balance between maintaining operational cash requirements and maximizing interest/income revenue

Audit

- Backup to Accounting Manager for annual audit responsibilities

Community Development/Communication

- Assist in the development and delivery of finance related workshops to staff/members as required
- Provide contributions to the community newsletter

Administration

- Provide backup to Accounting Manager as required for administrative responsibilities
- Arrange travel, make reservations, filing, fax, photocopy as required
- Special projects, assigned tasks and additional regular duties as required by Council

PAY RATE: \$50.37/hr. - \$57.81/hr. (\$91,673 - \$105,214/year based on 35-hour week)

Education & Qualifications:

- University degree in Business Administration, Economics, Commerce or a related field
- Accounting Designation (CAFO, CA, CMA or CGA) required
- Advanced verbal and written communication skills
- Valid driver's license and \$1M liability insurance
- CPIC and VSS acceptable to position upon conditional offer
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations
- Advanced knowledge of financial budgeting processes
- Advanced computer skills: ACCPAC, payroll, word processor, spreadsheet, email, internet
- Knowledge of privacy legislation
- Excellent problem solving and critical thinking skills
- Advanced job task planning and organizing skills
- Advanced facilitation skills
- Knowledge of Generally Accepted Accounting Principles (GAAP)

Experience

Minimum working experience (years): related work: 5 years; total work experience: 10 years

Five years of experience in accounting, auditing, budgeting, financial planning and analysis or other financial activities. Experience with Sage AccPac or other accounting software.

Related Work: Banker, Controller, Financial Analyst

Preferred experience: Work experience with a First Nation or Aboriginal Organization

TO APPLY: Complete application form (mandatory - can be picked up at the band office) or also send resume, including a cover letter, to Barbara Kerel (e-mail or fax acceptable). Existing employees must complete an Internal Application Form

DEADLINE: **August 3/2018**
(applications will not be accepted after this date)

QUESTIONS: Barbara Kerel
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
bkerel@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"