



JOB POSTING

Title:	Senior Finance Officer (SFO)
Terms:	Permanent Full Time
Hours:	up to 40 hours per week
Salary:	\$75,000 - \$85,000 per annum
Location:	Saugeen First Nation Administration Office – Finance Dept.

Position Summary: The Senior Finance Officer (SFO) for Saugeen First Nation (SFN) is an executive level position reporting to, and accountable to, the Band Administrator (BA). The SFO is responsible for the financial management of the SFN, acting as the principle financial advisor to the SFN Band Council.

The SFO is responsible for the safeguarding of the assets of SFN, particularly financial.

The SFO is responsible for the adherence and compliance to the Financial Administration Law (FAL) that has been established, as well as other Administrative Policies that are and will be established.

The SFO is responsible for the development, implementation, and monitoring of budgets for operating and capital funds; maintains an awareness of grants, subsidies, and cost sharing arrangements to advise Council of their applicability, and, the preparation of year-end consolidated audit and other related year-end audit reports.

The SFO oversees and is accountable for the Finance Department staff and the related Human Resources (HR) of the Finance Department staff including training and work plans, mentoring, assisting with hiring, discipline and other related HR functions as required.

The SFO will oversee the day-to-day accounting operations to ensure SFN's financial records are maintained in an organized, accurate, and timely manner.

The SFO interacts with a wide variety of Band employees as well as internal and external representatives within various levels of the organization and government, and non-Band representatives, including:

- Chief and Council and Saugeen First Nation membership
- Band committees and working groups
- Other First Nation communities
- Other stakeholders and special interest groups (i.e. Saugeen Ojibway Nation, SFN auditor, suppliers, contractors, Indigenous and Northern Affairs Canada, Economic Development Corporation, Area Management Board, Trusts, and Limited Partnerships)

Job Duties

Financial Systems Management & Operational Effectiveness

- Responsible for the preparation of the SFN's Annual Business Plan, targets and forecasts
- Implementing and managing the financial processes, analyses and reports to ensure that complete and accurate financial information is provided to SFN leadership to be used in decision processes and for performance management and external reporting
- Develops, monitors, evaluates, and informs managers of the financial policies and procedures and financial strategies of SFN and ensures compliance to those policies, procedures and strategies
- Establish and monitor all financial services, such as audit services, contracted on behalf of the band to ensure cost-effectiveness
- Develop and supervise a system of financial control for the Band, using financial authorities and financial control tools, maximizing the use of technology and sound financial practice
- Directly accountable for Accounts Receivable, Accounts Payable, and Payroll activities and staff
- Provides proactive advice and analysis to managers
- Actively monitor compliance with any agreements and funding arrangements entered into by the Band
- Establish and maintain procedures for the safekeeping and security of all accounting records and other documents or papers related to the financial operation of the Band
- Directing, coaching and developing department staff
- Perform an annual review of insurance programs and make recommendations
- Oversee the production of proposals, projections, and bids to ensure the formats are acceptable to the funding agency, consistent with good professional presentation and accounting principles
- Oversee reporting to regulatory bodies in order to maintain support and funding
- Prepare and present verbal and written reports as required
- Ensure appropriate control systems are in place to maximize efficiency and effectiveness of the Finance Department including internal control mechanisms
- Participates as a member of the SFN senior management team, and additionally, acts as a liaison and representative of SFN with various Crown agencies, agents, stakeholders, advisors and consultants in relation to the interests of SFN
- Participates meet and assist the SFN Audit Committee

Client & Relationship Management

- In conjunction with the BA, manages key relationships and partners to build a lasting foundation of trust and advice

- Implements planning and forecasting functions within SFN to understand business requirements ensuring the reporting provided meets business needs and remain apprised of changes or initiatives that would impact financial reporting
- Provides monthly financial reporting of Administration to the SFN Chief and Council, BA, and program managers

Risk Management and Control

- Develops and implements financial investment strategies and the associated risk management, make recommendations to senior management, where appropriate
- Understand risks inherent in the operating area and ensure appropriate action, including accuracy and safeguarding of all documentation, and any other requirements to ensure operational integrity is maintained

Change and Innovation

- Maintain awareness of best practices to improve/refine processes that may increase productivity and/or correct any deficiencies

Requirements

- Professional accounting designation (CPA, CGA, CMA) with an adequate history working in finance at a municipal or First Nations level
- Minimum five (5) years' of progressively responsible and related experience in a position of comparable scope and size to the SFN with strong experience in supervision of professional staff, and during which time both professional and managerial capabilities have been clearly demonstrated
- Experience with computerized accounting and computer applications (e.g. ACCPAC, Adagio, Paydirt, Simply, Excel, Word, Outlook and Internet)
- Experienced in research, analysis, preparing reports/communications with recommendations
- Must be policy driven
- Experienced in supervising, coaching, and developing finance staff

Skills and Abilities

- Skilled in effective, clear, and persuasive oral and written communications to individuals and groups
- Able to read, interpret and comply with laws, regulations and other legal documents
- Demonstrated ability to be a strategic and innovative thinker
- Ability to see the big picture and identify SFN's future direction in response to changing financial requirements, and to develop, implement, and communicate a vision for appropriate plans and action steps to the Band Council and the management group
- Must have exceptional management skills, leadership qualities, strong budgeting, multi-year planning, strategic planning, and risk management skills
- High degree of ethics, confidentiality, and integrity
- Knowledge of First Nations, Federal and Provincial government structures
- Cross cultural sensitivity and awareness, and either have, or quickly develop, an awareness of the community and local families as well as a local, regional and territorial awareness
- Must be bondable and able to provide a Clear Criminal Reference Check

Applications MUST include:

- Current covering letter
- Current resume with dates specified
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday March 29, 2019 @ 4:00 p.m.
(*No Late Applications Accepted*)**

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

**Successful candidate will be asked to provide a current Criminal Record Check
including Vulnerable Sector Screening**

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeen.org

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.