

## **JOB OPPORTUNITY**

### **Director of Finance**

Sweetgrass First Nation is seeking to hire a **Director of Finance** at the Sweetgrass Administration Office. **This permanent full-time position is 70 hours a bi-weekly, Monday- Friday, 8:30 am – 4:30 pm**

#### **Job Overview:**

The Finance Director reports directly to the Director of Operations. This position is directly responsible for the establishment of financial policies, procedures, controls and reporting systems and shall be responsible for the supervision of general accounting, accounts receivable, collection and payroll. The Finance Director shall also ensure legal and regulatory compliance for the Finance division's accounting and financial reporting functions. The Finance Director is responsible for the Indigenous Service Canada reporting, planning and funding requirements, Provincial and Governmental receivables, reporting to stakeholders and conducting internal audits for each department. The Finance Director oversees the Finance division's compliance with accounting principles, business ethics, financial/funding agreements and legislation.

#### **Scope of Authority and Responsibility:**

- Legal powers of a particular job or function in three categories
  - Authority & Accountability involving Operations
    - Management Collaborations:
      - working directly with directors and management staff
      - reviewing division budgets and variances with division directors
      - creating understanding in financial management and trends in financials
      - respond to questions from executives and directors on financial results, forecasts and performance measures
      - Report to the Director of Ops regarding goals, projects, initiatives of the organization and day-to-day operations as required
    - Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
  - Authority & Accountability involving Fiscal Resources
    - Overseeing all the Accounting Functions:
      - Responsible for all accounting operations A/R, A/P and General Ledger functions
      - Financial reporting
      - Payroll processes and procedures
    - Overseeing the Financial Statement Close off:
      - producing timely monthly/year end reporting and month end/year end close processes
      - reconciling accounts
      - reviewing work of subordinates
      - submitting financial packets for reporting or when required
    - Performing Financial Analysis:
      - preparing monthly profit analysis
      - preparing statistical reports, operating results against budget
      - comparing month to month/year to year variance reporting
      - calculating operating metrics
      - making recommendations on ways to measure performance of the organization based on financial results
    - Cash Management:
      - monitoring cash flow multiple bank accounts
      - monitor cash flow forecasts to distribute to the Director of Ops, Chief and Council and other Directors as required
      - make recommendations on treasury decisions
      - make cash transfers and initiate wire transfers when required
    - Budget and Forecasting:

- involved in the budget process
  - developing financial forecasts and projections
  - Preparation and management of budget reports for government funding contracts – Indigenous Services Canada especially.
- Working Closely with Outside Accountants:
  - working very closely with outside accountants such as auditors and technicians
  - coordinating with auditors for annual audits, or when required
  - working as contact for auditors
  - providing information to tax accountants
- Handling Compliance in Tax Filings:
  - responsible for accuracy and timeliness of annual report filings and any other tax filings that would apply
- Maintain sound financial controls and effective accounting practices in compliance with Generally Accepted Accounting Principles (GAAP) and established accounting standards.
- Maintain current knowledge of CRA requirements
- Approval of activities
- Grant/Funding applications/reporting
- Filing/Access/security of financial information
- Authority & Accounting involving Human Resources
  - Lead a Team:
    - responsible for training and development staff
    - continuation of service by ensuring staff is cross trained
    - interviewing, hiring and orientation of new hires
    - negotiating hiring contracts, performance appraisals, pay raises, job descriptions, discipline and firing
    - Sign off on specific forms
    - providing regular supervision, managing employee relations and performance management.
  - Managing annual division personnel budget
  - Access to Human Resources information
- Other obligations assigned by the Director of Ops

#### **Working Relationships:**

- Director of Operations
- Department Directors and Managers
- Finance Team
- Outside organizational accountants and Auditors
- CRA officials/representatives

#### **Knowledge, Skills and Abilities:**

- Understanding of corporate operations
- Understanding of internal controls and compliance knowledge
- Understanding of corporate transaction processes
- Analytical and demonstrates collaboration in problem solving
- Proven leadership experience
- Advanced computer technology, specifically with Microsoft Excel
- Understanding of various accounting IT software
- Ongoing capacity to stay on top of changes in job functions.

#### **Education and Experience:**

- Degree in Commerce, Finance, Business Administration or Accounting from a recognized post-secondary institution.
- CPA designation
- Minimum ten (10) years' experience of overall combined accounting, payroll and finance experience in a medium-to-large organization
- Extensive experience and knowledge in dealing with accounting systems and software, budgets, internal controls, business planning, and asset management
- Excellent administration skills

- Knowledge of child welfare would be an asset, including funding, registered charities, data systems and relevant legislation and regulations
- Excellent computer skills with proficiency in Excel
- Experience working with First Nations communities or organizations.

**Requirements:**

- CPA Accreditation Preferred
- Project Management training is an asset
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and month-end/year end close process
- Experience in supervising and leading teams
- Valid driver's license and own vehicle is essential
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening)
- Ability to work flexible hours

**Work Environment:**

- Office environment in climate-controlled space
- Moderate to light lifting
- Sitting for long periods
- Light lifting in event detail, take down and clean up.

**Equipment/Tools Used:**

- Phone, computers, printers, copiers and other office related equipment.

If you wish to apply, please send a cover letter and resume to the reception by **Friday, July 4<sup>th</sup>, 2025.**

**Sweetgrass First Nation**

Box 147

Gallivan, SK. S0M 0X0

Phone: 306-937-2990

Fax: 306-937-7010

Email: [reception@sweetgrassfirstnation.ca](mailto:reception@sweetgrassfirstnation.ca)

**Sweetgrass First Nation thanks all applicants, but only those chosen for interview will be contacted.**