



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

Director of Finance (Permanent Full-time)

Treaty 8 First Nations of Alberta is seeking a highly motivated individual to work as a full-time Director of Finance. Reporting to the Chief Administrative Officer, the Director of Finance is an integral part of the senior team with the innate ability to consistently practice and demonstrate understanding and knowledge of Treaty First Nations and Treaty Rights. The Director of Finance will work alongside the leadership team and has oversight and responsibility for the business planning process and facilitates change in the organization to improve financial processes, reporting, fiscal accountability, and best practices.

RESPONSIBILITIES

In collaboration with the Management Team, key responsibilities include:

- Providing full comptrollership functions to ensure finances are managed according to legislation guidelines, policies, procedures and accounting principles and practices.
- Conducting financial risk management and analysis and participating in strategic planning on all financial matters pertaining to Treaty 8 First Nations of Alberta.
- Development of annual operating budgets for their respective programs and/or project areas and providing monthly financial reports on all funds administered by the organization to the Treaty 8 Executive Board and present the Audited Financial Statements to the Nation members.
- Managing and monitoring payroll systems.
- Administer and supervise finance staff.
- Maintaining positive working relationships with First Nations Governments, organizations, Municipal, Provincial, Federal Government agencies and non-Governmental organizations.
- Monitoring & maintaining an effective and efficient human resources system including administration of benefits and pension plan
- Support Chief Administrative Officer in some administrative office functions such as human resources

COMPETENCY REQUIREMENTS

- A professional accounting designation as a Chartered Professional Accountant (CPA) is preferred.
- Minimum 10 years working experience in senior finance position.
- Solid skills with computerized accounting programs, accounts payable and accounts receivables including Quick Books and reporting.
- Solid understanding of federal, provincial funding policies and contribution agreements.
- Extensive skills in the preparation of financial statements and preparation of financial audit requirements.
- Excellent skills in working with spreadsheets and word-processing programs.
- Excellent interpersonal, verbal, and written communication skills.
- Experience as Administrator and Human Resources Management is preferred.
- Demonstrated ability to develop and execute strategy and develop and implement new policies and/or Legislation for the Treaty 8 Nations by the Treaty 8 Nations.

ADDITIONAL REQUIREMENTS

- Possess valid class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel extensively within Treaty 8 Territory and other destinations when required.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Oath of Confidentiality is a must.
- Must provide and possess a clear criminal record vulnerable sector check and valid reference checks.
- Ability to speak and/or understand Dene or Cree language (or another applicable First Nation language) would be beneficial.
- Experience, understanding and knowledge of our cultures, our way of life, our traditions and protocols

DEADLINE Applications must be submitted by October 7, 2022, at 4:30pm

Please include RESUME, COVER LETTER, AND SALARY EXPECTATIONS *in confidence* to:
Margo Auger, Chief Administrative Officer at mauger@treaty8.org.

Thank you to all who apply, however, only those selected for an interview will be contacted.