

Kátł'odeeche First Nation



PO Box 3060, Hay River Dene Reserve, NT, X0E 1G4 | Ph: (867) 874-6701 | Fax: (867) 874-3229

Finance Manager – Employment Opportunity

Kátł'odeeche First Nation – Hay River Reserve, NT

Job Description

Kátł'odeeche First Nation is seeking a Finance Manager who directly reports to the Chief Executive Officer (CEO). The Finance Manager supervises the activities of the finance clerks and has the authority to notify the CEO and/or KFN Council regarding budget inconsistencies, overspending, misuse of program funds and enforce the KFN Administration Policies relating to finances.

The primary role of the Finance Manager is to ensure that all the financial affairs of KFN are conducted according to standard accounting and financial management procedures and according to the Administration Policies established by the KFN Council. A secondary role of the Finance Manager is to ensure that the KFN maximizes the services it delivers to its members from the funding that it receives.

Duties:

- Administer and monitor the financial system in order to ensure that the finances are maintained in an accurate and timely manner;
- Oversee the accounts payable and accounts receivable system in order to ensure complete and accurate records;
- Manage employee files and records in order to ensure accurate payment of benefits and allowances;
- Work with department heads and CEO to re-allocate funds between programs, activities and budgets;
- Prepare monthly financial reports to CEO and Chief & Council;
- Attend meetings of Council as required in the capacity of Finance Manager;
- Provide efficient and effective office management;
- Monitor funding contribution agreements; and
- Perform other related duties as required and outlined in the full job description

Qualifications:

- CPA designation or a Degree in Business Management or Accounting with proven experience
- Extensive and proven experience in the accounting field
- Proficiency in the Sage and Adagio and other software applications applicable to financial administration (Microsoft Suite (Excel, Word, Outlook, Power Point), etc.)

- Good verbal and written communications skills
- Must be bondable
- Experience with First Nation organizations.

Salary Range: The salary range for this position is negotiable depending on qualifications and experience.

1. Application deadline: Position will remain open until filled.
2. Equivalencies may be considered on a case-by-case basis based on a combination of education and experience
3. Only those selected for the interview will be contacted

If you require further information or a complete job description, please contact:

receptionist@katlodeeche.com

How to Apply

Please drop off or email your resumé and cover letter to:

Attention: KFN Hiring - Finance Manager Position

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P.O. Box 3060, Hay River Reserve, NT X0E 1G4

Email: receptionist@katlodeeche.com