



## Job Title: Finance Manager

**Employer:** Kát'odeeche First Nation (KFN)

**Location:** Hay River Dene Reserve, NT

**Position Type:** Full-Time, Permanent

**Reports to:** Chief Executive Officer

### WHO WE ARE

Kát'odeeche First Nation (KFN) is a vibrant First Nation community located in Kát'odeeche Got'ı Ndee, which is the KFN traditional territory, and situated on the Hay River Dene Reserve along the shores of the Hay River and Great Slave Lake. Our values, goals, and objectives are deeply rooted in our rich cultural heritage.

### REPORTING RELATIONSHIP AND AUTHORITY

The Finance Manager reports directly to the Kát'odeeche First Nation Chief Executive Officer. The Finance Manager supervises the activities of the finance clerks. The Finance Manager has the authority to:

- Notify the KFN Chief Executive Officer and/or the KFN Council regarding budget inconsistencies and overspending or misuse of program funds
- Enforce the KFN Administration Policies relating to finances
- Supervise, evaluate, and discipline finance staff.

### MAJOR AREAS OF RESPONSIBILITY

The primary role of the Finance Manager is to ensure that all of 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. The Finance Manager's main areas of responsibility are:

- Assisting the KFN Council and Managers to carry out sound financial planning and budgeting
- Providing complete cost-accounting services to the KFN and its departments
- Monitoring and reporting on the financial activities of the KFN
- Supervising the finance clerks and other finance office staff
- Maintaining a complete set of KFN personnel files.

## **MAIN DUTIES**

### **1. Planning and Budgeting**

The Finance Manager will:

- Assist the KFN Council and Managers with forecasting, analyzing, and preparation of financial information required for effective budgeting
- Coordinate the preparation of all annual program budgets to ensure timely submission to the KFN Council for approval
- Assist KFN Managers to prepare project budgets for approval, as needed
- Assist the KFN Chief Executive Officer to develop effective financial policies
- Advise the KFN Chief Executive Officer and Council regarding the administration of program and project budgets
- Attend Council, manager, and General Band meetings as required to review program budgets and other financial matters.

### **2. Providing Cost Accounting Services**

The Finance Manager will:

Ensure that all of the daily financial transactions of the KFN are processed and recorded according to standard financial procedures and KFN Administration Policy. This work includes the following types of activities:

- Processing requisition forms, purchase orders, payroll sheets, and expense claims
- Preparing, issuing, and distributing all approved cheques
- Posting and summarizing cheques in the disbursement ledger
- Recording and summarizing receipt journal
- Maintaining up to date accounts receivable and accounts payable
- Preparing and submitting Receiver General remittances.

### **3. Monitoring and Reporting Financial Activities**

The Financial Manager will:

- Carry out monthly bank reconciliations
- Prepare consolidated quarterly financial statements for the KFN Chief Executive Officer and program managers
- Ensure all requirements are met for the annual financial audit
- Monitor all program and project budgets and notify the KFN Chief Executive Officer of financial irregularities

- Ensure that back-up files of all financial transactions are prepared on a weekly basis.

#### 4. Supervising Staff

The Financial Manager will:

- Supervise, evaluate, and discipline finance office staff, as needed
- Ensure that finance staff have the training and skills required to perform their duties.

#### 5. Maintaining Personnel Files

The Finance Manager will:

- Maintain up-to-date personnel and payroll records. These files will include the following types of information: Employment applications/resumes, offers of employment, job descriptions, information regarding benefits/group plans, time sheets, payroll records, leave credits/debits, performance evaluations, disciplinary forms/letters, etc.
- Permit access to these files by proper supervisors, as per KFN Administration Policy
- Maintain confidentiality regarding personnel matters.

### **WORKING CONDITIONS**

The Finance Manager works out of the KFN Administration Office, which is a smoke-free office environment. The KFN currently uses Sage 50 and Adagio computerized accounting systems but will likely transition fully to Sage 50 or updated versions of Sage. The Finance Manager is responsible for overseeing and administering a multi million-dollar budget. The Comptroller must have excellent communication skills to deal with the inquiries and demands of Council, managers, and KFN membership regarding financial matters.

### **QUALIFICATIONS**

The normal qualifications for this position include:

- CPA designation
- Extensive and proven experience in the accounting field
- Proficiency in the Sage and Adagio and other software applications applicable to financial administration (word processing, Excel, etc.)
- Good verbal and written communications skills
- Must be bondable
- Experience with First Nation organizations

## **WHAT WE OFFER**

- Pension and health benefits.
- Negotiable leave arrangements.
- Opportunities for on-the-land experiences.

## **HOW TO APPLY**

- Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [executiveassistant@katlodeeche.com](mailto:executiveassistant@katlodeeche.com).
- There is no deadline for applications and the posting will remain open until the position is filled.
- We thank all applicants for their interest, but only those selected for an interview will be contacted.

*Preference may be given to candidates of Indigenous ancestry who meet the job requirements and have knowledge of local First Nations traditional customs and practices.*