



## EMPLOYMENT OPPORTUNITY

### Chief Financial Officer

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Department: Finance

Posting Date: Friday, April 12, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: Fulltime/Permanent

Vacancies: 1

Reports To: Chief Executive Officer

Starting Salary: \$ 97,315.40

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#### What you'll do in the role

- Provide financial vision and leadership for all agency departments.
- Responsible for the financial aspects of risk assessment and abatement, strategic planning, and new program development.
- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Engage the Finance Committee of the Board of Trustees to develop short, medium and long-term financial plans and projections.
- Represent the organization to Chief and Council, financial partners, including financial institutions, investors, auditors, and public officials.
- Remain up to date on nonprofit audit best practices.
- Oversee cash flow planning and ensure availability of funds as needed:
- Oversee cash, investment, and asset management.
- Oversee financing Strategies and activities, as well as banking relationships; and
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Manages individual departmental budgets (i.e.: Band Revenue, Band Support, Trust Income, Enhancement Funds, etc.)
- Reviewing all GL accounts for posting errors, consistent use of GL accounts, etc.
- Oversee the finance team by ensuring procedures and computer applications systems maintain proper records and afford adequate accounting controls and services.
- Ensure timeless, accuracy, and usefulness of financial and management reporting for federal, local funders, foundations, and the Nipissing First Nation Board of Trustees; oversee the preparation and communication of regular and annual financial statements.
- Coordination of audits
- Oversee the analysis and consolidation of cost allocation procedures.
- Ensure legal and regulatory compliance regarding the Financial Administration Law and all financial functions.
- Collaborate as part of the corporation administrative team.



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- Provide training and support to departments (i.e.: Finance 101 workshops, guidance, etc.)
- Represent the organization at meetings, as appropriate.
- Perform related work as required.

#### Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

#### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have Post Secondary Diploma in Financial Management Designation
- Must have 5 years of senior level experience in management and accounting.
- Must have Aboriginal Financial Management designation (i.e.: CAFM)
- Must be Certified Aboriginal Finance Manager (CAFM)
- Posses Accountant Accreditation certification is preferred but not mandatory.
- Considerable knowledge of applicable ACCPAC and general accepted accounting principles applicable to the corporation.
- Skills in contract administration and monitoring.
- Ability to soundly interpret and apply regulations and procedures.
- Ability to prepare and reconcile monthly reports and invoices to Federal or Local entities for reimbursement of earned revenues; and,
- Ability to maintain a system for identifying and tracking fixed asset inventory pertaining to multiple funding streams.
- Considerable knowledge of computerized fund accounting.
- Ability to analyze and interpret accounting and cost accounting records.
- Ability to assemble, analyze and prepare both routine and complex financial reports and statements.
- Ability to apply accounting principles to the solution of a variety of accounting or fiscal problems.
- Abilities to perform detailed work with written or numerical data, and to make mathematical calculations with accuracy.
- Ability to apply and adapt established accounting methods to a variety of accounting transactions and situations.



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- Ability to anticipate and identify appropriate accounting/data management system's needs.
- Ability to project and monitor revenues and expenditures in order to meet the organization's management obligations.
- Advanced problem-solving abilities
- Ability to work with tact and discretion, high level public relations skills and good project management skills.

#### APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing April 26, 2024 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing May 3, 2024 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing May 10, 2024 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*

#### **Are you a member of NFN? If so, please read below:**

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.



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Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.