

Director of Finance

The Muscowpetung Saulteaux First Nation is seeking a highly motivated, career minded individual for the position of **Director of finance**. The Director of Finance will work with Chief and Council, and Senior Management.

The Director. Finance and Operations *is* accountable for ensuring accountability and transparency of all Muscowpetungs financial activities

The candidate will have experience and possess and ability to:

- Administer government funding; accounts payable; asset management. financial reporting including annual audited financial statements.
- Develop and maintain Muscowpetungs operating, capital and funding budgets, business planning. cash flow management and operational forecasting.
- Accurately manage the bands revenues and receivables. including invoicing. contract management. cash receipts and internal accounting.
- Administer payroll including CRA remittances, AANDC reporting, workers compensation. payroll, and all activities related to benefit administration and employee file record keeping
- Provide Muscowpetung Chief and Council with accurate monthly financial statements.
- Participate as a member of the leadership team in the development and implementation of Muscowpetungs strategic plan and ensure the financial plan is aligned with the strategic direction of Muscowpetung.
- Maintain required reporting with government, external agencies and the Aboriginal Community.
- Ensures compliance with federal and provincial laws, regulations, policies and legislation.
- Demonstrates Stewardship and safeguards of all of Muscowpetungs financial resources including financial and cash flow management and assets.

Required Qualifications and Experience

Post-secondary training specific to financial accounting and management is required with a minimum of 7 years' experience in a financial leadership role including staff supervision experience. Experience with AccPac, Point of Sales and MS Office programs is considered an asset. Preference will be given to a candidate with an accounting designation and to someone who has experience working in a cross cultural setting and thorough knowledge and understanding of aboriginal issues and business practices.

Application Deadline:

July 7, 2014 at 4:30pm

Forward resume with three (3) references that includes most current employer by mail, fax or email:

Muscowpetung Saulteaux First Nation
c/o Kim Pratt - Human Resource Officer
P.O. Box 1310, Fort Qu'Appelle, SK, S0G 1S0
Fax: (306) 723-4710
Email: kimpratt@sasktel.net