



ATTAWAPISKAT FIRST NATION

P.O. Box 248
Attawapiskat, Ontario P0L 1A0

EMPLOYMENT OPPORTUNITY

FINANCE DIRECTOR

SUMMARY OF POSITION:

The Attawapiskat First Nation is seeking an experienced professional to provide a full range of financial services under the direction, and supervision of the Director of Operations.

The Director of Finance shall be directly responsible for the establishment, implementation, and observance of financial policies, procedures, controls and reporting systems for all First Nation funds. The Director of Finance shall also ensure the legal and regulatory compliance for all Attawapiskat First Nation accounting and financial reporting functions.

Responsibilities include management of all aspects of budgets, internal audits, information systems, for the Administration and Attawapiskat Chief and Council as directed.

The Director of Finance will oversee the supervision of the Finance Department.

QUALIFIED APPLICANTS WILL POSSES:

- Completion of a recognized professional accounting designation, or
- Five years directly related work experience including two years at a senior management level is required. Equivalencies will be considered.
- Comprehensive knowledge of accounting principles, applications and procedures within a computerized environment.
- Excellent verbal, written and interpersonal communications skills.
- Extensive experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management
- Extensive knowledge and experience in working with Federal, and Provincial funding agencies, including fulfillment of reporting requirements
- Advanced proficiency with Sage Accpac accounting software and Microsoft Word, and Excel
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to supervise and mentor members of a finance staff
- Ability to respond appropriately in pressure situations with a calm and steady demeanour
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills

COMPENSATION: Will be determined upon qualifications and experience

DEADLINE: **Friday, January 13, 2017 at 16:00 hrs (4:00 pm).**

HOW TO APPLY: Please submit a resume with three (3) references, and current police check (CPIC) or proof of application to:

Lorraine Koostachin
A/Director of Operations
Attawapiskat First Nation
P. O. Box 248
Attawapiskat, Ontario P0L 1A0
Mark envelope: **Finance Director application**

We welcome, and thank all that submit applications for this position, however only qualified applicants will be contacted for an interview.