

# **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 Finance Department.

#### **QUALIFIED APPLICANTS WILL POSSES:**

- Completion of a recognized professional accounting designation, or
- Three years directly related work, or post secondary education, but 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.
- Knowledge and experience in working with Federal, and Provincial funding agencies, including fulfillment of reporting requirements
- Proficiency with Sage 300 accounting software and Microsoft Word, and Excel
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Ability to supervise and mentor members of a finance staff.
- Ability to respond appropriately in pressure situations with a calm and steady demeanour to the public and staff members using sound analytical thinking, planning, prioritization, and execution skills..
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills

**DEADLINE:** Friday, October 11, 2019 at 4:00 pm

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

Lorraine Sutherland  
A/Director of Operations  
Attawapiskat First Nation  
P. O. Box 248  
Attawapiskat, Ontario P0L 1A0

Envelope marked "**FINANCE DIRECTOR APPLICATION**"

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