



## FINANCE MANAGER

On behalf of our client, Halfway River First Nation, we are searching for a Finance Manager to join their team. Originally from Chowade River (Stony River), the Dane-zaa community of Halfway River First Nation was the last of the Treaty 8 Nations to move to a new location in the early 1960s. The people of Halfway River First Nation signed Treaty 8 to preserve their lands and natural resources in the 1990s. Today, the Halfway River First Nation community is centered around their reserve approximately 100km northwest of Fort St John.

Reporting to the Band Manager, the Finance Manager will oversee the day-to-day management of the financial administration system of the organization. The successful incumbent will be responsible for the verification, calculation, recording and processing of accounts payable, accounts receivable and payroll. Additionally, they are responsible for travel claim submissions, and expense claims. This role will be looked upon to provide accurate monitoring/reporting of the overall financial performance of the organization in a timely manner.

### Responsibilities:

- Ensure the financial administration systems, policies, procedures and internal controls are appropriately designed and operating effectively;
- Administer and maintain all charts of accounts of the First Nation;
- Prepare the draft annual budgets and, with advice and input from the Band Manager, to prepare any draft amendments to the component of the budget respecting the First Nation's local revenues;
- Prepare the monthly, quarterly and annual financial statements
- Prepare the financial components of reports to the Council, including monthly budgetary statements and assisting with year-end processing and multi-year financial plan;
- Reconcile the bank accounts and make deposits, as well as replenishing petty cash. Producing monthly budgetary statements and assisting with year-end processing.
- Actively monitor compliance with any agreements and funding arrangements entered into by the First Nation;
- Administer and supervise the preparation and maintenance of financial records and the financial administration reporting systems;
- Actively monitor compliance with any applicable First Nation law, applicable standards and any policies and procedures respecting the financial administration of the First Nation;
- Evaluate the financial administration systems of the First Nation and recommend improvements;
- Develop and recommend procedures for the safeguarding of assets and to ensure approved procedures are followed;
- Develop and recommend procedures to Council for identifying and mitigating financial reporting and risk of fraud and to ensure approved procedures are followed;
- Additional duties as requested by the Band Manager

### Skills & Qualifications:

- Accounting related post-secondary degree, certificate or diploma or an equivalent combination of education and experience
- CPA designation an asset with a minimum of 2 years finance experience
- Ability to work independently and within a team environment
- Experience performing repetitive tasks including data entry with minimal errors
- Ability to analyze and reconcile accounts
- Experience working with Adagio or similar computerized accounting program is an asset
- Detail oriented, well organized and the ability to meet tight deadlines



- Comprehensive knowledge of MS Excel and proficient in MS Word and Powerpoint
- Excellent analytical, interpersonal, communication and organizational skills
- Provide an acceptable criminal records check
- Valid driver's license

This role will also appeal to a highly motivated and independent individual who can create an environment of trust and respect in the First Nations community. If you are an accounting professional who possess strong communication skill and have proven ability to problem solve, and working collaboratively with different team members, we would welcome the opportunity to discuss this role in greater detail.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to [recruitment@mnpc.ca](mailto:recruitment@mnpc.ca)

We thank all candidates for their interest however only those selected for an interview will be contacted.