



# Wahnapiatae First Nation

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## JOB POSTING

**JOB TITLE:** Finance Director  
**LOCATION:** Wahnapiatae First Nation  
**REPORTS TO:** Executive Director  
**TERM:** Full Time, Permanent

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## NATURE AND SCOPE OF POSITION

The Finance Director will maintain accurate and up-to-date financial reports to ensure that all funding requirements, banking, payroll administration, and day to day financial operations requirements are completed on time. The Finance Director is responsible for maintaining financial related activities and accounting practices and procedures in order to meet legislative requirements, the Financial Administration Act and First Nation Policies and regulations.

This position reports directly to the Executive Director and provides accurate and timely monthly reports to Chief and Council. All work in this position is subject to review on a monthly basis by the Executive Director and any and all deficiencies that are noted within the Finance Department will be shared with the Executive Director and then through to the Chief and Council if necessary on a monthly basis.

## RESPONSIBILITIES

### General

- The Finance Director is responsible and accountable for all financial accounting, recording, reporting, reconciliation and budgeting of the Wahnapiatae First Nation
- Assist with the preparation of the overall organizational annual and five year budget in collaboration with all Directors, program coordinators, and the Executive Director
- Make amendments to financial budgets as per recommendations of the Executive Director and Chief and Council.
- Implement approved financial policies and procedures in collaboration with the Executive Director and Chief and Council
- Maintain the computerized accounting system
- Maintain safe and accurate financial files and records
- Ensure preparation and reconciliation of the bank statements monthly
- Prepare Income Statements and monthly budget variance reports on a for all Department Directors, Executive Director and Chief and Council
- Prepare balance sheet reports and accurate and up to date financial statements at the end of each month for Executive Director and Chief and Council review
- Prepare accurate and up-to-date quarterly reports and report on variances for the Executive Director and Chief and Council

- Ensure transactions are properly recorded and entered into the computerized accounting system
- Assist with annual audit and provide all reporting to all funding agencies
- Ensure timely and accurate information is entered into the financial system
- Provide efficient and effective office management
- Maintain accurate, organized, storage and security of financial documents
- Respond to inquiries relating to department related issues

### **Cash**

- Establish and maintain petty cash controls as required
- Monitor cash reserves and investments, making recommendations as necessary
- Ensure the safeguarding of all Wahnapiatae First Nation funds
- Review and approve weekly deposits

### **Receivables**

- Complete accurate recording of accounts receivable systems
- Reconcile the accounts receivable

### **Payables**

- Establish and maintain supplier accounts
- Process supplier invoices once they have been verified as accurate
- Establish and maintain a purchase order system
- Ensure data is entered into the purchase order system in a timely manner
- Issue accurate cheques for all accounts due
- Secure for all Wahnapiatae use credit cards and verify charges prior to payment
- Complete accurate recording of accounts payable systems
- Review authorized purchase orders for appropriate coding
- Reconcile the accounts payable

### **Payroll**

- Maintain employee files and records to ensure accurate payment of benefits allowances
- Ensure new employees are properly documented once they have been oriented and trained in basic policies
- Ensure employee files are established and maintained
- Ensure employee electronic files are established and maintained in the computerized accounting system in a confidential and secure file location
- Ensure all benefits and entitlements are being maintained and paid properly
- Maintain and report on benefits payments
- Maintain and report all annual leave entitlement records
- Manage the weekly payroll in order to ensure that employees are paid in an accurate and timely manner
- Verify accuracy and code timesheets and hours worked
- Calculate employee salaries, deductions and contributions
- Ensure all benefits and entitlements are deducted
- Review source and miscellaneous deductions
- Review payroll reports and correct any errors prior to running payroll
- Ensure pay cheques are processed and electronic transfers are completed properly
- Ensure leave and lieu time is updated with each payroll
- Review payroll summaries, journals and reports for accuracy

- Make adjustments to the payroll as necessary

## **QUALIFICATIONS**

The Finance Director must have proficient knowledge in the following areas:

### **Academic or education requirements**

- professional designation in accounting such as CPA
- certification in payroll is an asset
- a commerce degree

### **Professional abilities**

- at least three years accounting experience with experience in first nations government or a not-for-profit organization preferred
- familiar with the Quick Books Online accounting program
- familiar with Ceridian online payroll systems
- familiar with Microsoft office suite including Word, Excel and PowerPoint
- able to meet deadlines consistently
- able to work in environment of medium to high pressure and/or stress
- an understanding of relevant Federal/ Provincial legislation, policies and procedures
- an understanding of the First Nation cultural and political environment

An equivalent combination of education and experience may be considered.

### **Other skills:**

- accounts payable and accounts receivables
- generally accepted accounting principles
- fund accounting
- familiar with Finance Administration Law
- preparation of financial statements
- preparation of financial reports
- providing and reporting on first nation services
- administration of employee benefits
- payroll systems and reporting
- office administration
- hold valid G driver's license and reliable vehicle

### **Personal Attributes**

The person in this role will regularly demonstrate the following skills:

- team focused supervisory and leadership skills
- accurate accounting and bookkeeping skills
- analytical and problem solving skills
- appropriate decision making skills
- listening communications skills
- competent stress management skills

- realistic and functional time management skills
- skilled conflict management

### **Management skills**

- demonstrate their ability to be honest and trustworthy
- be respectful of all people in all situations
- possess first nation cultural awareness and sensitivity
- be flexible regarding workload and expectations of the department
- demonstrate and encourage sound work ethics

### **WORKING CONDITIONS**

#### **Workplace Environment**

- Typical office environment however there will be pressure and stress from time to time.
- There will be some minimal travel required.
- Due to seasonal reporting requirements there may be flexible hours of work required.
- The Finance Director may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of staff, members, leadership, funding partners, and contractors.
- The Finance Director may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

#### **Physical Demands**

- The Finance Director will have to spend their workday sitting and using office equipment and computers, which can cause muscle strain.
- The Finance Director may also have to do some light lifting of supplies and materials from time to time.

A complete job description will be provided upon request.

### **HOW TO APPLY**

Please forward your cover letter, resume, and three (3) work references by email to [recruitment@wahnapietaefn.com](mailto:recruitment@wahnapietaefn.com)  
*Anishinabek and First Nation members are encouraged to apply.*

*We thank all applicants for their interest, however, only those interviewed will be contacted.*