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CHIEF
SHANE TABOBONDUNG

CHIEF COUNCILLOR
ELIZABETH TAYLOR

COUNCILLORS
WALTER TABOBONDUNG
NEIL SWANSON
DAVID RICE
PAZHE RICE-MENOMINEE

PROGRAM AREA: Finance Department
POSITION TITLE: Director of Finance
DURATION: Full-Time Permanent
CLOSING: July 4, 2025

Position Summary:

The Director of Finance is responsible for developing and implementing effective financial management tools and development processes. Keeping the CED current and up to date on all matters relating to the financial management of the First Nation in a timely and professional manner.

Duties and Responsibilities:

- Oversee and direct the Finance services Managers, staff and processes of the First Nation, ensuring the stability, efficiency and effectiveness of the First Nation's financial wellbeing including receipt and expenditure, budgeting and audit and cash flow management processes and systems.
- Ensure certification of subsidy reports/contribution agreements for all areas are processed accurately and in a timely manner.
- Develop and maintain an effective finance services operational and human resource management plan that is consistent with the hiring practices and policies of the First Nation and that meets the workforce requirements both current and projected and that includes processes that ensure staff remain current and up to date with the objectives of the First Nation including technology advancements and workforce requirements.
- Ensure the Finance Policies, procedures and processes remain current and up to date and operate in accordance with and ensure compliance to the approved policies, procedures and processes as may be amended from time to time.
- Ensure finance services human resource management and development programs and processes are supported financially within the budget resources of the First Nation.
- Ensure efficient and effective purchasing procedures and processes are in effect and carried out consistent with the financial policies and procedures in place within the First Nation including developing and coordinating such systems as Purchase Requisitions, Purchase Orders, cheque requisitions petty cash disbursements and control, etc.
- Communicate effectively with community members, CED, Chief and Council, Council/Community Committees, Managers, staff, funding agencies and others as required in a timely, responsible and professional manner.
- Remain current and up-to-date on the First Nations program and services areas and community needs, including short-term and long-term strategic planning processes, goals and objectives, legal issues and claims, and all related processes and systems.
- Ensure related Council directives/motions, and BCR's are followed up on in a timely, efficient and professional manner.
- Ensure monthly financial budget and variance reports are prepared and reviewed by Managers/Directors, and present a monthly financial report to Chief and Council through the CED including cash flow, budgets, investments and special projects

INTERNAL/EXTERNAL

**EMPLOYMENT
OPPORTUNITY**

processes and procedures, and attendance records, ensuring all activities/functions are carried out in a responsible and professional manner and that accurate and up-to-date records and reports are completed in a timely manner.

- Oversees the processes for accounts payable, accounts receivable, purchasing and asset management, cash flow and annual operating and capital budget management, ensuring all activities/functions are carried out in a responsible and professional manner and that accurate and up-to-date records and reports are completed in a timely manner.
- Develops and promotes a harmonious team environment within the Finance Department – staff, Managers and Director.
- Participates as an active member of the Management Team under the direction of the CED.
- Develop and submit proposals for regular or special projects to funding agencies/others as may be required and assigned from time to time.
- When an approved Finance Committee is functioning, attend all Finance Committee meetings, preparing reports as required and ensure minutes are approved by Council and motions and directives are implemented in a timely and consistent manner.
- Operates in accordance with and ensures compliance to the Wasauksing First Nation Administrative and Financial Management Policies and Procedures as may be updated and amended from time to time.
- Attend all Council Meetings, General Band Meetings, and other meetings as required, within and outside of the community.
- Be familiar with the Indian Act, Treaties and Treaty Rights applicable to the First Nation, applicable Native Law, Statutes and Regulation, Canada Labour Code, Occupational Health and Safety Act, Native Organizations and Government structures, and other laws, systems, and processes applicable in conducting the business of the First Nation. Understand and be fluent in the by-laws, policies and procedures, and codes of Wasauksing First Nation.
- Attend appropriate workshops, seminars, and training sessions as required to remain current and up-to-date on topics of concern to the financial management of the First Nation including human resource management, workplace safety, and asset management.

Academic/Educational Requirements:

- Minimum Business Administration/Accounting/Commerce Diploma
- Minimum of five years' experience in a related field of progressively more responsibility including supervision of staff
OR
- an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills
- C.G.A., A.F.O., CAFM or other certified financial designation required.
- Strong computer background and skills a requirement, including but not limited to proficiency in ACCPAC accounting programs, word processing, spreadsheet and database applications, and internet and e-mail communication tools.

Qualifications and Skills/Experience:

Excellent and proficient financial skills essential including but not limited to:

- Proficient in SAGE in considered an asset
 - Experience managing a finance team and leadership skill
 - knowledge of accounting principles and procedures
 - budget development and management
 - audit processes and systems
 - cash flow management
 - capital planning and development
- Oversees the processes for the coordination and management of the Employee Benefits Package, personnel records, payroll

- Familiarity with Indigenous Services Canada and funding agencies programs and services essential
 - Knowledge with Benefits and Pension administration
 - Report/proposal development skills an asset.
 - Knowledge and understanding of the community environment and culture essential.
 - Excellent computer skills
 - Valid Driver's Licence and dependable vehicle.
 - Provide a current CPIC
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Management Ability

- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Must have the skills and capacity to take initiative and multi-task.
- Excellent Human Relations skills/training essential.
- Excellent Management/Administration skills essential.
- Excellent Conflict Resolution skills an asset.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Excellent and proficient financial skills essential.
- Excellent Human Relations/Public Relations skills essential.
- Excellent Management/Administration skills essential.
- Excellent Conflict Resolution skills essential.
- Excellent negotiation and mediation skills an asset.
- Excellent analytical and problem solving skills an asset.

Applications must be received no later than July 4, 2025 @ 4:30 pm

Please send your resume with a cover letter, contact information and three recent employment references to:

Name: Amanda Worm, HR Manager
Email: hrmanager@wasauksing.ca
Wasauksing First Nation
P.O. Box 250 Parry Sound, ON P2A 2X4

We also accept online applications through:
<https://wasauksing.bamboohr.com/careers>

Or package may be dropped off at the following physical address:

Administration Office
1508 Geewadin Road Lane G
Wasauksing First Nation

Preference may be given to indigenous candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation History and Community. "Only those selected for an interview will be contacted. We wish to thank everyone for their application."

- Forecasting abilities

