



Beausoleil First Nation

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Christian Island, ON
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Posted: July 14, 2022

EMPLOYMENT OPPORTUNITY

Job Title: Finance Manager

This position's main purpose is in the assistance of planning, controlling, reporting and measuring the information and assets of Beausoleil First Nation. The Finance Manager produces and analyzes financial information critical to business interests as well as creates and presents reports to management regarding accounting data to enable knowledge based decision making and forecasts. Experience working in a First Nations Community definite asset.

Preference will be given to applicants who are of Aboriginal Descent.

Minimum Skills/Qualifications:

The successful candidate **will possess** a University Degree or college diploma in Accounting, Commerce, or Business Management/Administration **with Professional designation as a Chartered Accountant, Certified General Accountant, or Certified Management Accountant** including a minimum 3 years experience in an Auditor /Controller capacity and 3 to 5 years of progressive financial management/accounting responsibility. They will possess an effective working knowledge of accepted accounting principles, regulations, practices, tax laws, and reporting requirements and effective communication skills with individuals at all levels of the organization. Computer literate, including software proficiency in ACC-PAC Accounting, Word processing, Databases, Spreadsheets, E-mail, Internet. They will work efficiently as a part of a team as well as independently and possess a high level of critical and logical thinking, analysis, and/or reasoning skills with the ability to work well under pressure and meet set deadlines. Good organizational, time management, staff supervisory experience, and prioritization skills with the ability to interpret and implement company policies and procedures with attention to detail in all areas of work. Must meet Beausoleil First Nation's Covid 19 vaccination policy requirements prior to employment.

Duties will include:

Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP) and ensure compliance with internal financial and accounting policies and procedures. Ensure that all statutory requirements of the organization are met including Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, HST, Employer Health Tax and prepare all supporting information for the annual audit and liaise with the Administration and Council and the external auditors as necessary. Maintain complete and accurate supporting digital and hard copy records for all financial transactions and develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash, Reconcile bank and investment accounts, Capital Assets. Review monthly results and implement monthly variance reporting, distribute to Program Directors and Managers and manage the cash flow and prepare cash flow forecasts in accordance with policy. Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll and develop and implement policies and procedures to ensure that all Organizational financial information is secure and stored in compliance with current legislation. Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate and assist the Administrator and the Finance Committee with financial reporting as required at Council meetings and the General Meetings, weekly and quarterly financial updates to Council, and Senior Management.

Salary: DOE/DOQ

Duration: 1 Year Contract Position. The successful candidate will be subject to an 89-day probationary period after which **company pension and Group Health benefits** will be available.

Hours of Work: Monday to Friday, between the hours of 8:30 to 4:30 p.m. for a total of 35 hours per week

Closing Date: Applications shall be delivered to the Administration Building, attention: Human Resources Manager jobs@chimnissing.ca, **Until Position is Filled.**

Direct Supervisor: First Nation Administrator, Beausoleil First Nation

Functional Supervisor: Chief and Council

*Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: **Cover letter, resume and (2) employment references.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. We thank all who apply, however only those selected for an interview will be contacted.*