



# GARDEN RIVER FIRST NATION

## EMPLOYMENT OPPORTUNITY



**POSITION:** CONTROLLER  
**DEPARTMENT:** FINANCE AND ADMINISTRATION  
**REPORTS TO:** CHIEF AND COUNCIL  
**STARTING SALARY:** \$100,000 ANNUALLY  
**LOCATION:** GARDEN RIVER FIRST NATION

**\*Garden River First Nation Band Members are encouraged to apply\***

### OVERVIEW

As the Financial Controller of Garden River First Nation, the position is accountable for maximizing return on financial assets by establishing financial policies, procedures, control and reporting systems, and is the risk manager for the First Nation.

### ORGANIZATIONAL RESPONSIBILITIES:

- Guides financial operations by establishing, monitoring, and enforcing policies and procedures
- Protects assets by establishing, monitoring, and enforcing internal controls
- Monitors and confirms financial condition by conducting audits; providing information to external auditors
- Maximizes return, and limits risk, on cash by minimizing cash balances, making investments
- Prepares budgets by establishing schedules, collecting, analyzing, and consolidating financial data, recommending plans
- Achieves budget objectives by scheduling expenditures, analyzing variances, initiating corrective action
- Provides status of financial health by collecting, interpreting, and reporting financial data
- Complies with legislation that affects and/or governs First Nations and advising senior administration and council on needed actions
- Completes operational requirements by scheduling and assigning employees, following up on work results
- Maintains financial staff by recruiting, selecting, orienting, and training employees
- Promotes cohesion among staff by coaching, counselling and developing employees; as well as planning, monitoring and appraising job results
- Complies with Generally Accepted Accounting Policies
- Provides leadership and guidance to accounts payable and accounts receivable departments
- Provides risk management to the First Nation
- Communicating all matters of importance to appropriate members of the First Nation in an accurate and timely fashion.
- Communicating in a professional manner
- Manifesting superior integrity, an awareness and an adherence to high standards of ethical behaviour

### CONTROLLER SKILLS AND QUALIFICATIONS

- Preferred CPA (CA, CMA, CGA, CAFM) certification, or MBA
- Required five years related job experience in an organization/First Nation of similar size including accounting and financial management experience
- Demonstrated knowledge of budgeting, reporting, monitoring, forecasting, analysing financial and non-financial data
- Managing processes, financial software, developing standards, audit, accounting, corporate finance, tracking budget expenses, financial skills analysing information, developing budgets, performance management
- Demonstrated sensitivity to and knowledge of the First Nations cultural values and traditions
- Strong negotiation, advocacy, and conflict management skills
- Self-motivated and self-directed
- Ability to work independently and collaboratively as a member of a senior management team
- Ability to work under pressure to meet deadlines
- Outstanding organizational, time management, interpersonal and communication skills, both oral and written
- Excellent computer skills (including Microsoft Office, internet, email, accounting systems and software, financial management software and other applicable computer operations.)
- Must undergo a criminal record check prior to employment

Interested applicants please send a cover letter and resume by:

**September 25<sup>th</sup>, 2020**

(Controller Position – 2020-53)

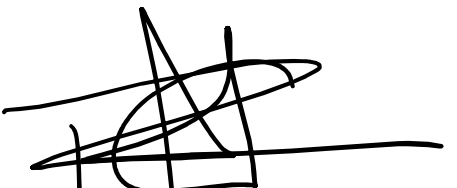
ATTN: Paul Calic

Human Resources Manager

7 Shingwauk Street,

Garden River, ON, P6A 5K9 Fax: 705-945-1415

Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)



Human Resources

25 Aug 2020  
Date Posted