



Siksika Family Services Corporation
Siksika Resource Centre
Financial Controller – P/FT
Posting Closes – June 14, 2022



OVERVIEW:

The Financial Controller will have primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, budgeting, and strategic planning. The Financial Controller will also assist, in a resource capacity, in the development of the annual budgets and assume a financial advisory position to the Corporation's management team.

SUPERVISION RECEIVED:

The Financial Controller will report directly to the Finance Manager.

RESPONSIBILITIES:

1. LEADERSHIP AND MANAGEMENT:

- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Directs and oversees all aspects of the Finance & Accounting functions of the organization.
- Establishes and maintains strong relationships with senior executives to identify their needs and seek full range of business solutions.
- Provides the executive management team with advice on the financial implications of business activities, as required.
- Provides leadership and coordination in the administrative, business planning, accounting, and budgeting efforts of the company.
- Directs, mentors and coaches Senior Accountants in support of effective and efficient financial operations.

2. FINANCIAL MANAGEMENT AND ACCOUNTING:

- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends, and forecasts.
- Manage processes for financial forecasting, budgets and consolidation and reporting to the company.
- Ensure that the effective internal controls are in place and ensure compliance with GAAP and applicable federal, provincial, and local regulatory laws and rules for financial and tax reporting.
- Oversee the management and coordination of all fiscal reporting activities for the organization including organizational revenue/expense and balance sheet reports, reports to funding agencies, development, and monitoring of organizational and contract/grant budgets.
- Oversee and maintain systems of internal controls to safeguard financial assets of the organization.
- Monitor banking activities of the organization.

3. OTHER DUTIES AND RESPONSIBILITIES:

- Undertake such other duties and tasks as may lie within the scope of this position to ensure the effective delivery and development of the service.
- *Due to limited space, the duties of this position have been shortened, but will a full job description will be made available to successful interview candidates only.*

MINIMUM QUALIFICATIONS/EXPERIENCE:

- **Must** possess a post-Secondary degree in Accounting, Commerce or Business Administration
- **Must** have Designation as a Chartered Professional Accountant (CPA) required.
- **Must** have a minimum of 3 – 5 years' relevant experience in financial management field, with First Nation financial management experience an asset.
- Certified Aboriginal Financial Manager designation is an asset.
- Possess knowledge of aboriginal or Siksika Culture, language, and history. The ability to speak Blackfoot fluently will be considered an asset.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. of the posting closing date. **Please quote position and competition number 024-2022 on Cover letter.**

IMPORTANT: All applicants must include the following:

1. *Degree/Diploma/Certificates and/or related supporting documents.*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Driver's Licence*
4. *Covid 19 Vaccination Record*

PLEASE NOTE: Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights

SFS thanks all applicants, but only those selected for an interview will be contacted.