

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Tribal Management

COMPETITION: STM-01-02-24-23

DEPARTMENT: Tribal Management

POSITION: Chief Financial Officer

DATE POSTED: 02-24-23

SALARY: Based on Education & Experience

DEADLINE: 03-09-23

STATUS: *NOTICE Deadline to Submit will be noon (12pm)*

General and Responsibilities: Duties include but are not limited to:

The Chief Financial Officer (CFO) reports directly to the Tribal Manager, indirectly to the Siksika Treasury Board, and is responsible for the effective financial management of the Siksika Nation. The CFO defines the processes for the financial infrastructure and systems required to sustain the Nation and accommodate any future growth. The CFO ultimately sets the financial reporting processes, financial controls, and accounting policies, and is an advisor to the Tribal Manager. Working closely with the Treasury Board, the CFO participates in the process of setting the Nation's strategic direction, vision and goals and translating them into effective operational strategies and actions.

Duties & Responsibilities: Duties include but are not limited to:

- The Chief Financial Officer shall act as the Senior Administrative Officer of the Treasury Board and shall assist Treasury Board in carrying out its duties in accordance with this law.
- Oversee the planning, organization, direction and control of Treasury Board finances.
- Advise on short and long-term financial Siksika Nation Chief and Council objectives, policies, and actions
- Provide direction, leadership and coaching to Treasury, Membership and Administration Service Area employees.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

The CFO must possess expert knowledge of accounting principles and standards to manage the Treasury and Finance Department at Siksika Nation. The CFO has strong leadership ability and excellent communication skills. In this position, the CFO avoids bias in attitude or treatment of employees and creates an environment that inspires others to achieve at a higher level. The CFO provides guidance and direction to department staff and managers across Siksika Nation

Education and Experience:

- A Bachelor's or Master's Degree in Commerce or Business, relating to Accounting.
- A minimum of 10 years of experience in a related capacity, supplemented by the following:
- Completion of a recognized accounting designation such as CA, CMA, CGA or CPA
- An equivalent combination of education and demonstrated ability in a supervisory or management position at a senior level.

Other:

- Excellent knowledge and understanding of Blackfoot language and culture.
- Experience managing large and complex budgets for organizations, preferably in a First Nation environment
- Provide financial technical capacity to the Treasury Board.

Please Contact Human Resources For a Full Job Description

SUBMIT APPLICATIONS & RESUMES TO

Siksika Nation Tribal Administration Human Resources:

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579

