

Employment Opportunities



Position: Finance Business Partner
Service Area: Siksika Treasury
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: Thursday, June 29, 2023
Closing Date: Until Position is Filled
Competition Number: TFBP-01-06-29-23

POSITION SUMMARY:

The Finance Business Partner plays a critical role in providing financial expertise and strategic guidance to support the financial management and decision-making processes of the Siksika Nation Administration. This position serves as a trusted advisor and collaborates with various stakeholders to ensure the financial sustainability and growth of the Siksika Nation.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- General finance and accounting duties as assigned by the CFO and/or Controller (e.g., financial reporting, budgeting, forecasting, analysis, Indigenous Service Canada (ISC) funding reporting, finance policies and procedures, training).
- Organizational procurement, including maintenance of contracts and the upkeep of policies and procedures.
- Maintenance of Organizational Insurance Program.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Strong knowledge of Indigenous financial management principles, government funding frameworks, and reporting requirements.
- Proficiency in financial software and tools, as well as MS Excel for financial analysis and modeling.
- Strong communication and interpersonal skills to build collaborative relationships and effectively communicate financial information to diverse stakeholders.

Education and Experience

- Professional certifications (e.g., CPA) are preferred.
- Bachelor's degree in Commerce, Finance, Accounting, Business Administration, or a related field required.
- Minimum three years' experience in financial management, budgeting, and analysis, preferably within a First Nation organization or a similar Indigenous community context required.
- Previous finance working experience within the Public Sector or large/complex non-profit environments.

Other:

- Current Criminal Record Check required.

Email recruitment@siksikanation.com for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567

Submit Resume and Application to:

Siksika Tribal Admin Human Resources
recruitment@siksikanation.com