

# Employment Opportunities



**Position:** Associate Chief Financial Officer  
**Service Area:** Employee & Administrative Services  
**Salary:** Based on Education and Experience  
**Date Posted:** August 19, 2025  
**Closing Date:** August 28, 2025  
**Competition Number:** EASOHSS-02-08-19-25

## POSITION SUMMARY:

The Associate Chief Financial Officer (Associate CFO) supports the Chief Financial Officer (CFO) in supervising Siksika Nation Tribal Administration's service area departments (Treasury Administration, Membership and IT [Information Technology]). The Associate CFO assists in overall financial management, operational financial planning, and reporting for the Siksika Nation Tribal Administration. Ensures the effective day-to-day operations of the Treasury Administration, provides strategic financial advice to departments and programs, and enforces financial accountability across all Siksika Nation Tribal Administration service areas and related bodies. Works closely with the CFO, Treasury Board, and Executive Team to implement financial policies, oversee compliance, and contribute to the strategic financial planning for Siksika Nation.

## Duties & Responsibilities: \*see complete job description\*

- Support the monitoring and enforcement of financial reporting obligations of departments receiving Treasury funds.
- Support the administration of Financial Transfer Agreements (FTAs), Contribution Agreements (CAs), capital projects, and Operations and Maintenance (O&M) funding.
- Support compliance with the Siksika Nation Financial Administration Law (FAL) and relevant federal/provincial requirements.
- Support the preparation of quarterly and annual financial statements as required under Sections 67-76 of the FAL.

## Required Knowledge, Skills, and Abilities:

- Knowledge in financial reporting, budgeting, and management, ideally in a public sector or First Nation environment.
- Analytical thinker with sound decision-making and problem-solving abilities
- Commitment to ethical leadership, cultural sensitivity, and continuous improvement.
- Ability to manage multiple priorities in a fast-paced environment.

## Education and Experience:

Completion of a recognized accounting designation such as Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA) or Certified Public Accountant (CPA).

Minimum of ten years' experience in a related capacity.

An equivalent combination of education and demonstrated ability in a supervisory or management position at a senior level may be considered.

## Professional Designation/Certification/Licenses:

Must maintain CA, CMA, CGA, or CPA designation in good standing.

**EMAIL:** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.  
**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

**Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.**