



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

c/o Sub-office
18178 – 102 Avenue, Santa Fe Plaza
Edmonton, Alberta T5S 1S7
Telephone: (780) 444-9366 Fax: (780) 484-1465
www.treaty8.ca

Chief Financial Officer (CFO) (Permanent Full-time) Job Posting Reference – Administration-2019-01

Do you want to champion change alongside us for the betterment of our Nations and keep our Treaty strong? Since 1997, the Treaty 8 First Nations of Alberta have been dedicated to the social, cultural, education and economic development of the First Nations people of Treaty 8 (Alberta).

The membership of the Treaty 8 First Nations of Alberta is made up of the Chiefs of the 24 member First Nations. The Treaty 8 First Nations of Alberta acts as a coordinating, facilitating and advocating source to various issues directly or indirectly affecting treaty rights, as per Treaty No. 8, as remembered and understood by our Elders

The Administration Department of T8FNA is currently seeking a CFO to be an integral part of our senior management team. Working In this highly demanding and critical role, the CFO has oversight and responsibility for the business planning process and is a leader to facilitate change in the organization to improve financial processes, reporting, fiscal accountability and best practices.

Working alongside the senior management team and Executive Board the CFO will be responsible for overseeing the day to day management of the financial administration systems and functions for Treaty 8 First Nations of Alberta and ensuring the long-term health of the organizations finances.

COMPENSATION

- ✓ **\$97,000.00 per year** typical (depending on experience)
- ✓ Medical, Dental and Pension Plan
- ✓ 20 Annual Vacation Days in the first year

JOB OVERVIEW

- ✓ Providing full comptrollership functions in order to ensure finances are managed according to legislation guidelines, policies and procedures and accepted accounting principles and practices,
- ✓ Conducting financial risk management and analysis and participating in strategic planning on all financial matters pertaining to Treaty 8 First Nations of Alberta;
- ✓ Development of annual operating budgets for their respective program and/or project areas and providing monthly, quarterly, semi-annual and annual financial reports on all funds administered by the organization to the Treaty 8 Executive Board and annually to the Nation members;
- ✓ Managing and monitoring payroll systems;
- ✓ Administer and supervise finance staff in the day to day financial activities as well as in the preparation and maintenance of financial records and the financial administrative reporting systems;
- ✓ Maintaining positive working relationships with First Nations Governments and organizations as well as Municipal, Provincial and Federal Government agencies and Non-Governmental organizations and
- ✓ Performing other related duties as required and/or directed by the Chief Administrative Officer and/or the Executive Board.

REQUIREMENTS

- ✓ Must have a professional accounting designation as a Chartered Professional Accountant (CPA), from a recognized post-secondary institution;
- ✓ Certified Aboriginal Financial Manager (CAFM);
- ✓ Minimum 10 years working experience as a Chief Financial Officer, Director of Finance, Controller or Accounting Manager.
- ✓ Solid skills with computerized accounting programs, accounts payable and accounts receivables including Quick Books and Ceridian payroll systems and reporting;
- ✓ Solid understanding of federal, provincial funding policies and contribution agreements;
- ✓ extensive skills in the preparation of financial statements and preparation of financial audit requirements

Head Office:
Kee Tas Kee Now Tribal Council
P.O. Box 360
Red Earth Creek, AB T0G 1X0
Telephone: (780) 649-3103 Fax: (780) 649-2841

- ✓ Excellent skills in working with spreadsheets and word-processing programs;
- ✓ Excellent interpersonal, verbal and written communication skills and
- ✓ Capable of thinking analytically, using sound judgment with a fine attention to detail.

ADDITIONAL REQUIREMENTS

- possess valid class 5 AB driver's license and own or access to a vehicle;
- willingness and ability to travel extensively within Treaty 8 (Alberta) territory and other destinations when required;
- willingness and ability to work after hours and/or weekends when required;
- willingness to submit to oath of confidentiality;
- must provide and possess a clear criminal record vulnerable sector check;
- ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial;
- Experience working with First Nations and
- Experience with First Nations culture, traditions and protocol.

DEADLINE

All applications must be submitted by July 12th 2019 @ 4:30 pm

HOW TO CONFIDENTIALLY APPLY

Please send, *in confidence*, and via email your resume, cover letter and salary expectations to: ckachur@treaty8.org and reference in the subject line **Job Posting Reference: Administration-2019-01**

Thank you to all who apply, however, only those selected for an interview will be contacted