



Sturgeon Lake Cree Nation Child and Family Services Society

EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation Child and Family Services Society is a Delegated First Nation Agency following the Child, Youth and Family Enhancement Act (Alberta) and are quickly moving towards implementing Sturgeon Lake Cree Nation's own Child and Family Law: Namêš Sâkahikan Sitoskatowin

We invite you to apply to join a collaborative and prevention-focused team, as our Society is seeking an individual to fill the position(s) of:

FINANCE MANAGER– FULL TIME PERMANENT

This Finance Manager position will perform duties as outlined below and as requested of the Sturgeon Lake Cree Nation Child and Family Services Society Director. This position will also be a part of the SLCN CFSS Management team.

DUTIES/ROLES/RESPONSIBILITIES:

Financial Management

- Works closely with and reports to the Director regarding financial matters of the Society.
- Oversee staff in the finance department.
- Implementing and maintaining sound financial operations, systems, and procedures aligned with recognized accounting principles, policies, procedures, and guidelines.
- Driving the development of budgets and budget controls.
- Reviewing bank reconciliations & identifying transactions requiring further information.
- Preparing accurate monthly, quarterly, and annual financial reports compared to budgeted numbers.
- Collaborating with CFS supervisors to develop financial plans and forecasts.
- Analyzing financial data and providing insights into decision-making to the Director and the Board.
- Ensuring compliance with accounting standards and regulatory requirements.
- Implementing and abiding by controls to comply with security, privacy, and confidentiality requirements.

Cash Flow Management

- Plan and monitor CFS's cash flows to ensure sufficient funds are allocated and available for operational needs.

Accounts Receivable

- Reviewing & allocating received funding to departments within the accounting software.
- Managing & obtaining funding agreements.
- Ensuring consistency of the agreement, reporting requirements and the accounting records.

Payroll

- Reviewing and approving payroll entries, and ensuring consistency with payroll platform, accounting system, and benefits platform.
- Facilitating & working with finance staff to ensure timely payment of invoices while abiding by policies and procedures.
- Reviewing and approving purchase orders and payments to ensure compliance with policies and budget.

Year-End

- Participating in the year-end process including the review and/or preparation of working papers, schedules, analysis, and other required documentation for audit purposes.

Risk Management

- Identify risks and implement risk mitigation strategies to improve CFS's financial health, assets, processes, and internal controls.



Training & Capacity Building

- Fostering positive relationships with internal and external stakeholders to leverage partnerships and support a productive working environment, including funding agencies, suppliers, and auditors.
- Proactively developing collaborative and respectful relationships with all internal and external stakeholders/rightsholders including community members, partners, governments, agencies, services, media, etc.
- Providing mentorship and support to finance staff, facilitating skill development & providing valuable feedback for growth of finance team members.
- Reviewing and evaluating the annual performance of finance team members.

Financial Leadership

- Leading special projects as assigned by management.
- Driving initiatives to enhance financial performance, optimize resource allocation, and achieve CFS' strategic goals.

QUALIFICATIONS AND SKILLS:

- Have five (5) years' minimum experience in Financial Management and non-profit organizations.
- Bachelor's degree in finance, accounting, economics, or business administration.
- Completion of a recognized accounting designation or equivalent (i.e.) CA, CPA, CGA is an asset
- A strong understanding of Indigenous financial management practices, including funding models and reporting requirements.
- Adhere and comply with the SLCN CFSS Administration Policies.
- Strong analytical and problem-solving skills.
- Hands-on application and use of computer systems and applications including MS Office, Adagio
- Strong attention to detail and proactive approach to work.
- Detail-oriented with strong organizational abilities.
- Team player who will work collaboratively with the management team and also the Society as a whole to meet Society goals.
- Must be able to work independently with minimal guidance.
- Clear Child Youth Information Module and Criminal Record checks.
- The ability to speak Cree would be an asset.
- The ability to travel if requested will have own transportation.

Salary Range: Salary to commensurate with qualifications and experience.

Closing Date: Until Suitable Candidate Found

Please send your resume and copy of certificates in confidence to:

- **By Mail:** Sturgeon Lake Cree Nation
Child and Family Services Society
Box 60, Valleyview, Alberta T0H 3N0
- **By Email:** employment@slcfss.ca
- **By Fax:** (780) 552-0704

Criminal Record & CYIM checks are required. Incomplete applications will not be considered.

We appreciate the interest of all applicants; however, we will contact only those selected for interviews.