

·ڬٝؖؖؖؖح∨dڬؗڬڬ' ڝٚ''ררׁ ڬ̈́كڬڬ' ע בָׁכבׁ⊃·Ċָ° (אַאָל ⊲׳רָׂ) Grand Council of the Crees (Eeyou Istchee) Grand Conseil des Cris (Eeyou Istchee) Aאל חעאירטי Cree Nation Government Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Financial Officer

Department: Child and Family Services Salary Grade 2: (Min. \$33, 059.00 – Max. \$49,588.00) Location: To Be Determined Status: Permanent

Core Functions

The Financial Officer is responsible for the monitoring of finance activities, such as: statement of revenues and expenses, accounts payables and receivables; verification of financial data accuracy in various files and other assigned financial functions of Child and Family Services Centres in the communities.

Functional Responsibilities

- Verify and present to the Regional Childcare Centres Finance Coordinator the monthly computergenerated reports such as statement of revenues and expenses, accounts payable and receivable for the Child and Family Services Centres.
- Review with Childcare Centres the monthly computer generated financial reports.
- Ensure follow-up on billing of childcare fees and account receivables of local Child and Family Services Centres.
- Assist in providing all documents and data needed for the development of budget forecasts for the Child and Family Services Centres.
- Carry out a verification of the monthly occupancy reports provided by the Child and Family Services Centres.
- Work with Childcare Centres to ensure monthly accounting is kept up to date and to enter adjustments and corrections.
- Calculate attendance and occupancy rates on a monthly and yearly basis.
- Support Regional Childcare Centres Finance Coordinator in the administration of the Childcare Centres' Group Insurance Program and Pension Plan.
- Ensure up-to-date electronic and paper database and filing system.
- Assist regional finance team, Childcare Centres and auditors in the preparation of the annual audited financial statements.

Other Responsibilities

• Perform other related tasks as requested by the Director of Child and Family Services or the Regional Childcare Centres Finance Coordinator.



Education and Certification

• College Diploma in Administration (option Accounting) or a related field or mix of studies and relevant work experience.

Experience

• One to three of relevant work experience.

Language

- Fluency in English
- Fluency in verbal Cree
- Fluency in French is an asset

Knowledge and Abilities

- Good communication and interpersonal skills.
- Ability to work well both independently and in a team environment.
- Ability to work with highly confidential information.
- Proficiency in Microsoft Office.
- Knowledge of Gestionnaire and Acomba software is an asset.

Additional Requirements

• Willingness to travel.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From March 6, 2019 to March 21, 2019

Application

Your application must be sent by email with the competition number: CFS-190304-1

Valerie Mianscum Recruitment Officer Email: <u>hr@cngov.ca</u> Tel.: 819-673-2600