

Job Posting

Career Opportunity: Coordinator of Finance

Department: Apatisiwin Skills Development
Salary Grade 6: (Min. \$57,254.00 – Max. \$77,102.00)

Location: Nemaska
Status: Permanent

Core Functions

The Coordinator of Finance is responsible for planning, organizing, directing and controlling all financial administration activities of the ASD in all aspects of its program delivery management and administration.

Functional Responsibilities

- Monitor status of overall department budget and Manager budgets as well as grants/contributions budgets, to ensure full use of budgeted monies.
- Provide processes and tools to the financial program officers to track and monitor departmental financial expenditures.
- Prepare financial summaries to the Director in respect to expenditures for approval.
- Develop and implement, in collaboration with the Treasurer and the Director of ASD, financial and administrative policies, systems and procedures for the department.
- Prepare budgets and allocate funds for all sectors of the department's activities.
- Participate in establishing financial controls and budgetary constraints.
- Evaluate the financial reporting system, accounting procedures and all other financial activities in order to make recommendations for changing procedures, operating systems, budgets and other financial control functions of managers.
- Recommend in collaboration with the Director of ASD, payments/disbursements of account/funds.
- Produce cash-flow charts for forecasted expenditures on government funds.

Interaction/Communication Responsibilities

- Provide the Director with advice and briefing notes on financial matters.
- Participate in the department's internal management and review committees.
- Support the ASD Department in negotiations with respect to all financial aspects.
- Inform and advise the Director on operations related to local programs and services.

Administrative Responsibilities

- Populate the financial databases for invoices, purchase orders, and funds.
- Ensure that the database is maintained and updated in order to provide prompt monthly reporting to the Finance department.



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- Ensure compliance on funding programs by maintaining the database and well referenced files according to the agreement requirements.
- Assist and cooperate with the Finance department on internal audit of funding programs.

Reporting Responsibilities

- Prepare and coordinate monthly, quarterly and annual financial reports, statements, estimates and summaries to orient the department's objectives and formulate related policies.
- Present financial reports and summaries to department-affiliated committees on boards.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- Bachelor's Degree in Accounting, Finance, Business Administration or a related field.

Experience

- Three to five years of relevant work experience.
- Experience in management and program administration.

Language

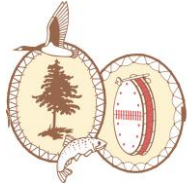
- Fluency in Cree.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Strong knowledge of financial reporting.
- Demonstrated attention to detail and accuracy.
- Proven ability to be discreet and maintain confidentiality.
- Strong organizational skills and the ability to manage multiple projects.
- Proven ability to demonstrate strong judgment in complex situations.
- Proven ability to problem-solve, to think strategically, and to take initiative.
- Demonstrated ability to work under significant pressure and to adapt to a changing environment.
- Proven success in maintaining strong communication, including the ability to facilitate effectively.

Additional Requirements

- Typical office setting where there are no unusual physical demands.



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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 January 15, 2021 to January 29, 2021

Application

Your application must be sent by email with the competition number: **ASD-210101-1**

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