



Ochapowace Nation #71 Employment Opportunity

Ochapowace Nation is now accepting resumes for the following position:

POSITION: DIRECTOR OF FINANCE & ADMINISTRATION

CLASSIFICATION: Permanent ~ Full Time

JOB SUMMARY: The Director of Administration and Finance is a qualified accountant who delivers professional financial and administrative services for Ochapowace Nation. This position ensures the financial and administrative policies, programs, projects, services and strategies are implemented into the financial operations, and ensures they are legally and regulatory compliant. He/she shall provide monthly financial reports to the Chief & Council regarding Ochapowace's financial status and ability to meet its strategic and operational objectives. Under the direction and supervision of the Director of Operations, this position is responsible for overseeing all aspects of the financial operations are done within a timely manner. This position also oversees the administrative operations of Ochapowace Nation, in collaboration with the Director of Operations.

QUALIFICATIONS:

- Must be a Chartered Accountant or have Master's degree in Business Administration, with a preferred CA, CMA or CGA designation and five (5) years of experience in performing duties at a financial management level;
- Extensive experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management;
- Demonstrated experience with audit preparation and procedures; proven record in developing and adhering to a sound financial policy;
- Experience in analyzing financial procedures and policy;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Experience in interacting with financial institutions to coordinate and implement sound financial planning;
- Skill in managing finance and administration staff, coordinating projects and providing leadership in a team setting;
- Excellent organizational, analytical and problem-solving skills;
- Must have experience with computer technology in a financial and administrative environment;
- Knowledge of First Nations' government structure; previous experience working with First Nations is a definite asset;

A current Criminal Record Check and drug screen is preferred at the time of interview and/or will be required if you are the successful candidate. **Salary and Benefits are based upon qualifications and experience.** Please **FORWARD** resumes with three (3) REFERENCES to the following:

**Human Resource Department
Ochapowace Nation**

P.O. Box 550, Whitewood, Saskatchewan SOG 5C0

Tel: (306) 696-2425/Fax: (306) 696-2426

eunice.tanner@ochapowace.ca

DEADLINE for resumes shall be **NO LATER** than **4:30 p.m., November 10, 2017**

Only candidates selected for interview will be contacted