



Director of Finance & Administration (Permanent Full-time)

Salary Range: \$111,566 - \$133,861

Qualifications:

Degree in Accounting or Business Administration or Commerce/Management, in combination with several years' experience in financial, human and material management. Requires in-depth knowledge of accounting practices and principles. Incumbent requires the ability to train staff and to communicate effectively; good knowledge of investment practices; ability to develop and analyze policies, procedures and accounting systems. Knowledge of Yukon First Nations and their financial agreements. Ability to manage and supervise staff, knowledge in preparing financial statements and reports, knowledge of funding agencies. Ability to use ACCPAC, Windows XP and Microsoft Office XP. Ability to communicate effectively, assume responsibility, meet deadlines and with good time management and organizational skills. Must provide a criminal record check and a valid class 5 driver's license.

Main Duties:

Reporting to the Executive Director, this position oversees all work of the LSCFN Finance Department. The incumbent supervises departmental staff, contractors and other casual employees, as required. The Finance Director implements the decisions, policies, strategies, and commitments of the Chief and Council by planning, developing, implementing and evaluating annual goals, objectives, work plans and budgets of the department.

The Finance Director administers the finances of the First Nation by:

- ensuring that accurate and timely financial statements and financial management reports are provided to the directors of other departments and Chief and Council on a monthly, quarterly and annual basis;
- ensuring that all financial functions including accounts payable, receivable, general ledger, payroll, bank reconciliations, travel claims, purchase orders and cheque requisitions follow procedures and are carried out in a cost effective and efficient manner;
- monitoring financial records, cash management, quality control, contractual agreements and contribution agreements and coordinating the annual audit;
- discussing and implementing the auditor's report to the annual general assembly;
- assuming responsibility for the financial management of the organization for assessing the adherence to budgets and that financial management adheres to LSCFN regulations and procedures;
- administering any relevant contracts to ensure completion of work in progress;

- ensuring that funding applications and reporting requirements are met for the department;
- reviewing contribution agreements and estimating the impact on existing resources and forecasts time, space, equipment, material and personnel requirements.

As a member of the senior management team, the Finance Director:

- attends regular meetings of senior management to consider submissions from various departments, analyze information presented, develop options and strategies and provide recommendations to Chief & Council;
- develops an annual departmental budget, projects budget costs and assists directors with their annual departmental budget;
- develops and implements LSCFN financial and administrative policies and procedures;
- assists in the effective implementation of strategies for program and service transfers and to fulfill the commitments in the LSCFN Final, Self-Government and Financial Transfer Agreements and Plans;
- attends and participates in a variety of meetings, conferences and negotiation on behalf of Chief & Council as assigned and presents positions or negotiating on behalf of LSCFN as directed.

LSCFN recruitment policy will apply

If you are interested, please submit your expression of interest along with your resume by **4:30P.M. July 11, 2022** to:

Attention: Doris Johnson, Human Resource Officer
PO Box 135, Carmacks Y.T. Y0B 1C0
Phone: (867)863-5576 ext 280
Fax: (867)863-5710
Email: resume@lscfn.ca

If you require a job description, please feel free to contact us.