



FINANCE DIRECTOR

Blackfoot Confederacy Tribal Council

Introduction:

The Siksikaitsitapi – Blackfoot Confederacy is a Tribal Council for the Blackfoot Confederacy Nations of Kainai-Blood Tribe, Siksika, Peigan-Piikani and Aamskapi Piikani. The Blackfoot Confederacy Tribal Council has been established to bring the four Nations together to deal with common issues.

Roles and Responsibilities:

The Finance Director's role is to plan, organize, direct, control, and evaluate the operations and financial management of the Blackfoot Confederacy Tribal Council and subsidiary organizations. Overseeing the accounting operations to ensure practices are current, meet expectations of funding/grants, and increase efficiency. Evaluating systems in place and developing new ones as well as implementing financial policies and procedures. The Finance Director leads the finance area through a Blackfoot Confederacy sovereignty lens.

The Finance Director will be responsible for the following:

- Plan, organize, direct, control and evaluate the operations of accounting/finance area.
- Document and perform financial transactions which include; Accounts Payable, Accounts Receivable, and Payroll as well as bank reconciliations.
- Develop and implement the financial policies, systems and procedures of an establishment
- Prepare or coordinate the preparation of financial statements, summaries, and other cost-benefit analyses and financial management reports
- Coordinate the financial planning and budget process, and analyze and correct estimates
- Supervise the development and implementation of financial simulation models

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- Evaluate financial reporting systems and accounting procedures and make recommendations for changes to procedures, operating systems, budgets and other financial control functions to CEO and Directors.
 - Notify and report to CEO and Directors concerning any trends that are critical to the organization's financial performance.
 - Ensure the accuracy of financial documents and adherence to relevant laws and regulations.
 - Assist/Coordinate Audit.
 - Provide monthly financial statements as well as quarterly, semi-annual, and annual financial reports.

The Candidate:

The candidate will hold these qualifications, skills, and abilities:

- Preferably a Bachelor's Degree in Accounting or related field of study that is equivalent.
- A professional accounting designation
- Recent and relevant experience of 5+ years of financial and accounting management in a not-for-profit setting.
- Extensive knowledge and skill in the use of accounting software and computer data bases.
- High attention to detail, strong analytical thinking, and problem-solving skills.
- Strong Communication skills: verbal, business writing, electronic communications, and presentations.
- Excellent organizational, planning, prioritizing, and time management skills
- Ability to interact effectively with all levels such as staff, Management, Board of Directors, Leadership, Government Officials, Elders, Youth, and the general public.
- Ability and fluency to speak and/or understand Blackfoot is an asset.
- Knowledge of Blackfoot history, culture, traditions, and practices is a definite asset.

Compensation:

Salary to be commensurate based on education, experience, and within the approved salary grid.

Term:

Three (3) Year full-time contract.

Location:

Blackfoot Confederacy - Calgary Branch Office
7535 Flint Road S.E
Calgary, AB T2H 1J3

Contact:

Interested applicants should submit their cover letter, resume, education documents and references by email to Admin@blackfootconfederacy.ca

Deadline:

Monday October 2, 2023 at 5pm MST