



ARE YOU READY FOR CHANGE?

**ACFN offers growth, challenge and change.
Come and serve our Nation for a rewarding career.**

EMPLOYMENT OPPORTUNITY

FINANCIAL CONTROLLER

Staffing Process Number: ACFN-2024-019

The Athabasca Chipewyan First Nation (ACFN) is seeking One (1) **Financial Controller** to join the Finance Department. This role is for a period of one (1) year and with a possibility of extension; the shift is Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and work location may change from time to time to meet operational requirements.

Reporting to the CFO or designate, the Financial Controller is responsible for the day-to-day operational accounting activities and month-end financial reporting; to plan, organize, direct, control and evaluate the operations of the Finance department; and to develop and implement ACFN's financial policies and systems. This role is local to **Fort McMurray, AB.**, and the successful candidate is responsible for their own accommodations and transportation.

GENERAL RESPONSIBILITIES

- Implement the financial policies, systems, and procedures.
- 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.
- Evaluate financial reporting systems, accounting procedures and investment activities and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions to senior managers.
- Work with the CFO to oversee all aspects of financial management, including budget development, forecasting, and financial reporting.
- Coordinating activities within the finance department including accounts payable, accounts receivable, month-end, payroll, and reporting.
- Advise the CFO, CEO and COO on a timely basis regarding the Nation's current and anticipated future financial status, assisting in the preparation of short and long-term financial plans.
- Contribute to the development and implementation of the organization's strategic plan, providing financial expertise and insight to support strategic goals and objectives.
- Responsible for assisting in the operation of an accounting system that encompasses a wide variety of balance sheet and income statement accounts.
- Assist in ensuring appropriate checkpoints to help maintain the overall integrity of the financial system.
- Oversee the Per Capita Distribution process.
- Other duties, as required.

QUALIFICATIONS

- Bachelor of Commerce or equivalent with an accounting major or minor.
- Chartered Professional Accountant (CPA) designation, preferred.
- A minimum of Five (5) years of experience working in a First Nations or similar community-based organization, preferred.
- A collaborative leader with analytical skills who can demonstrate a deep understanding of accounting practices, and procedures while effectively communicating financial information.
- Knowledge of Xyntax, is an asset.
- Microsoft Windows environment; Microsoft Outlook, Word and Excel.
- Valid Class 5 Driver's License.
- Ability to deal tactfully with sensitive issues.
- Ability to communicate effectively; oral and written.
- Excellent public-relations skills.
- Strong interpersonal and leadership skills.
- Well-developed planning and organizing abilities.
- Occasional travel; and is a condition of employment.
- Willingness to work flexible hours, including nights, weekends, and holidays.
- Willingness to work in a diverse workforce.
- Willingness to sign a Confidentiality Agreement.

Salary will be dependent on, experience and qualifications.

Interested candidates are invited to e-mail a covering letter and resume quoting: Staffing Process Number: ACFN-2024-019, in confidence to HR@acfn.com.

Closing Date: Resumes will be accepted until a successful candidate is found.

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.

