



Kee Tas Kee Now Tribal Council Administration

Box 120, Atikameg, AB, T0G 0C0
ph: 780.767.3285 fax: 780.767.2447

Chief Financial Officer (CFO) Job Posting

THE ORGANIZATION:

The **Kee Tas Kee Now Tribal Council** (KTC) is comprised of the member Nations of: Loon River First Nation – #476, Lubicon Lake Band – #453, Peerless Trout First Nation – #478, Whitefish Lake First Nation – #459 and Woodland Cree First Nation – #474. KTC was formed in 1995 to facilitate joint action by the member Nations on matters of mutual concern.

While there are many similarities between the Five (5) KTC member Nations, each has its own unique character and features. All are surrounded by a warmth and beauty rich with culture and traditions of the Cree people.

The primary role of the Tribal Council is to provide guidance and support to the individual member First Nations in developing and achieving success in the management and administration of their own programs with the intent of developing self-reliance.

JOB INFORMATION:

Job Title: Chief Financial Officer (CFO)

Location: Edmonton, AB/Remote (travel within KTC communities will be required)

Shift: M-F, 37.5 Hours/week

Closing Date: March 14th, 2022

POSITION SUMMARY

The Chief Financial Officer provides financial expertise, consultation and leadership to the Organization Executive and to the KTC Management and has full responsibility for the financial management of the organization. This position reports to the Chief Executive Officer/Executive Team. This position is directly instrumental in building, implementing and maintaining the financial platform from which the organization may achieve its goals to ultimately lead to realizing the vision of the Tribal Council.

The Chief Financial Officer will serve in a key leadership role and be accountable to drive the overall success of the financial and administrative support activities across the organization. This position will oversee financial planning, budgeting, reporting and analysis, costing, capital spending, financial standards and regulatory compliance, general ledger, revenue, accounts payables and receivables, cash management, and payroll processing and administration. The Chief Financial Officer will work collaboratively with the other members of the management team to help support operational and service excellence.

Responsibilities:

- Full responsibility and authority to provide accurate and effective financial management for the Kee Tas Kee Now Tribal Council and its related organizations. This includes: develop, propose, recommend, implement, monitor, revise and evaluate financial policies and procedures.





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- Ensure the Tribal Councils' month/quarter/year-end processes are completed in a timely manner to facilitate accurate financial reporting
- Prepare monthly/quarterly/annual external and internal financial and management reporting related to the financial position of the organization; including revenues, expenses, assets, and liabilities
- Support key business development activities as it relates to project costing and budgeting, and facilitate informed go/no-go decisions on potential opportunities
- Manage the preparation of financial forecasts for the organization including the consideration of historical results and future assumptions
- Maintain a cost control database for active projects
- Maintain internal control and safeguards for receipt of revenue, costs, budgets and actual expenditures
- Administration of CRA remittances as required
- Prepare budgets for the organization, and support other departments as needed
- Prepare special reports by collecting, analyzing and summarizing data on current information and trends
- Work closely with the CEO/Executive Team to lead and coordinate long term organizational planning
- Collaborate with key members of the Executive Team to drive the strategic goals of the organization
- Provide oversight and guidance to the growth and development of the finance team by recruiting, selecting, training, coaching, and counselling as required
- Lead key financial and administrative initiatives that support overall strategic goals of the KTC Tribal Council
- Facilitate any auditing conducted by third parties to ensure effective resolution and swift closure of auditing activities
- Manage and develop external relationships; including key business partners, auditors, financial institutions, lenders, vendors and suppliers
- Work closely with the CEO/Executive Team to advise, manage and administer contracts into which the organization may enter as directed including insurance policies, office supplies, and employee benefits programs.
- Adhere to all of KTC's policies, procedures and business ethics
- Demonstrate a high degree of confidentiality and discretion regarding business operations and information gathered through the performance of assigned job responsibilities
- Negotiate with public and private entities for access to resources including those held by external agencies - fiscal, capital and human.
- Other duties, as may be assigned by the CEO/Executive Team

Qualifications:

- Degree in Accounting, Finance, or related field of study from a recognized university or a combination of education, training and experience
- Possession of a recognized professional Accounting or Finance designation (CPA, CFA)
- Significant (preferably 10+ years) mid and senior level management or finance experience in a similar role within an Indigenous organization
- Strong character with integrity and professionalism
- Strong knowledge of finance, budgeting, Generally Accepted Accounting Principles and Full cycle accounting
- Ability to analyze financial data and prepare financial reports, statements and projections
- Strong degree of technical comfort in the use of various financial management and reporting platforms
- Excellent organizational skills and the ability to meet deadlines





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- Must be able to adapt and operate effectively within new and challenging environments
- Strong work ethic with personal drive for success
- Must possess excellent verbal, analytical, organizational, computer and written skills.
- Must be legally entitled to work in Canada
- Cree language is an asset
- Must provide a current criminal record check
- Must have access to a vehicle and be able to travel to the communities
- Must provide a current driver's abstract

Please submit:

A cover letter and resume with 3 professional references giving KTC expressed written permission to contact your references. Please send your complete package too:

Sonja Voyageur, Human Resource Manager at ktchr@kctadmin.ca

We sincerely appreciate all applications, only those candidates selected for interview will be contacted.

