



EMPLOYMENT OPPORTUNITY **-Comptroller-**

PROGRAM: Administration

LOCATION: Kenora Office

START DATE: Target date

SUMMARY:

Under the direction of the Executive Director, the Comptroller is responsible for the overall financial management of the Tribal Council and related entities and supervision of accounting staff and administrative services in order to meet Tribal Council requirements and support operations. The position also includes the delivery of Financial Advisory Services to Bimose Tribal Council Member Communities.

GENERAL DUTIES:

- Responsible for the overall financial management of Bimose Tribal Council and its related entities
- Provides supervision and guidance to the finance staff of Bimose Tribal Council and its related entities
- Ensures requirements of funding agreements are complied with and reports are submitted in a timely manner
- Works closely with auditors and prepares the year-end audit file and working papers
- As a key member of the senior management team, works closely with management in the development and monitoring of operating and capital budgets
- Maintains financial policies and internal controls; regularly reviews policies and controls and makes recommendations for improvement.

SPECIFIC DUTIES:

The following is a list of key duties and responsibilities of the Comptroller:

- Responsible for the supervision of the accounting staff; trains accounting staff in new procedures and policies; reviews work for accuracy and completeness
- Prepares financial statements on a monthly basis and presents statements to the management team and the Board of Directors.
- Reconciles balance sheet accounts on a monthly basis.
- In conjunction with Program Managers, prepare operating budgets and capital budgets; monitor the budget on monthly basis and provide a variance analysis to the senior management team.
- Preparation of cash flow forecasting on a monthly basis
- Preparation of projections to year end for program expenditures. Identify areas of concern in particular trends of surpluses or deficits.
- Provides advice to managers on human resources matters including employee discipline and performance appraisals; keeps a schedule of upcoming performance appraisals to be completed.
- Administers the benefit and health plan and pension plan
- Ensures the Finance Resource policy is applied and followed; ensures strong internal controls are implemented; regularly reviews the policy to ensure compliance with GAAP PSAB standards and recommends changes as required
- Coordinates and attends Finance Committee meetings with the Executive Director
- Other duties as assigned by the Executive Director.

QUALIFICATIONS:

- A CPA and/or CAFM Designation is preferred with a Bachelor's degree in Business with a major in accounting.
- A college diploma in accounting and/or a combination of at least 3 years related experience in a senior accounting role.
- Ability to maintain computerized accounting systems: i.e. Adagio and Pay Dirt
- Experiencing preparing monthly financial statements; reconcile general ledger accounts and maintain the financial accounting system
- Experience working with management in preparing operating and capital budgets and monitoring expenditures.
- Proven ability to provide efficient and effective management and supervision of accounting staff
- Solid understanding of GAAP and PSAB standards

- Proven experience working within financial policies with the ability to analyze, recommend, and draft changes to policies
- Capacity to ensure compliance with reporting requirements with funders are met.
- Knowledge and proficient use of Microsoft Word, Excel, and PowerPoint.
- Excellent management and coordination skills and experience are required.
- Experience working with First Nation communities and or First Nation organizations would be an asset.
- Strong knowledge of the culture and traditions; Anishinaabe language would be an asset.
- Extensive knowledge of GAAP and PSAB standards.
- Experience with all aspects of the full accounting cycle;
- Awareness of the Treaties and First Nation governance.
- Valid driver's license with the ability to travel.

SALARY: will commensurate with experience and education.

Along with their resume and cover letter applicants must submit three references with at least one from their last place of employment. The application must be submitted by **Wednesday, September 2, 2020 at 4:00 p.m. CDT.** The successful applicant must be able to provide a clear Criminal Reference Check.

PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential), E-MAIL, IN PERSON, OR FAX TO:

**Bimose Tribal Council Inc.
Attention: Sheri Ricklefs, Human Resources Manager
598 Lakeview Drive
Kenora, ON
P9N 3P7**

Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: sricklefs@bimose.ca

Late applications will be returned. We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.