



Employment Opportunity – Full-time Permanent Position

Job Title: Finance Officer

Location: 57 Park Street, Corner Brook, NL

Hours of Work: 35 hrs. per week

Salary: As per experience

Mi'kmaq Commercial Fisheries: Mi'kmaq Commercial Fisheries (MCF) is responsible for all communal commercial fisheries business operations, activities and investments associated with the Qalipu First Nation Band.

Job Description: The Finance Officer is responsible for planning, organizing, and monitoring the financial activities of the Mi'kmaq Commercial Fisheries and Qalipu Development Corporation. This includes account system maintenance, accounting planning, budget preparation, preparation of a comprehensive Annual Financial Report, and funding program applications. The Finance Officer reports to the MCF/QDC CEO.

Responsibilities:

- Oversee the flow of cash or financial instruments.
- Well versed in accounting software, Microsoft Excel, Word and PowerPoint.
- Ability to oversee monthly and quarterly assessments and forecasts of the organization's financial performance against budget, financial and operational goals.
- Reconcile accounts monthly.
- Prepare budgets, monitor revenue and expenses, and participate in MCF/QDC annual auditing function.
- Provide the Board of Directors and the CEO of the MCF/QDC with comprehensive, regular reports on the revenues and expenditure of the organization.
- Maintain confidentiality and protect the privacy of the internal operations and activities of the MCF/QDC.
- Assist in preparation of funding applications', project finance monitoring and compliance.
- Assist in the review and analysis of investment opportunities and business proposals.

Qualifications: The preferred candidate will hold a bachelor's degree in commerce or business administration, preferably with concentration in accounting or finance. A combination of relevant education and experience will be considered.

Working Conditions: This position is office based. The duties are predominantly met during regular business hours. Some overtime work may be required at specific times throughout the year.

Apply: Please apply electronically using MS Word with three (3) current business references to: mmacdonald@qalipudevelopment.com with **subject line:** ***Finance Officer.***

Deadline for receipt of Cover Letter and Resume: 12:30 pm, Friday, September 16th, 2022.

Please note: All Diplomas/certificates relating to completion of education must be included.

MCF/QDC is an equal opportunity employer. In situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation, please indicate it in your cover letter.

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted. No telephone calls please.