



Employment Opportunity

Job Title: Director of Finance

Location of Position: Corner Brook, NL

Hours of Work: Monday to Friday, 9:00 am to 4:00 pm

Salary: Commensurate with education, qualifications, and experience.

Qalipu First Nation is currently looking to hire a dynamic individual to fill the position of Director of Finance. Qalipu First Nation is a sophisticated organization with Certifications in the First Nations Financial Management Board (FNFMB), International Standards Organization (ISO) and others.

Job Description: The Director of Finance will support the organization and continually evaluate best industry practices in comparison to internal systems and needed resources while working towards, both future needs, and budget realities. The Director of Finance will require a good understanding of FNFMB and ISO policies and will be responsible to assure compliance. The Director of Finance will be responsible to oversee and continue to develop policy, provide feedback, and collaborate with staff on potential compliance issues. The Director of Finance will keep us on track with requirements, while keeping us up to date with the ever-changing landscape.

The Director of Finance will act as the primary liaison to the Band's Finance & Audit Committee, working closely to strengthen the Band's financial position. A willingness to understand and appreciate the Band's mission is essential for success in this role.

Responsibilities: Reporting to the Band Manager, the Director of Finance will be responsible for overseeing the day-to-day financial operations, accounting, strategic planning, business development, FNFMB and ISO compliance and other internal initiatives.

Qualifications:

Education: Educational requirements will include a Bachelor's level degree in Commerce, Business Management or a related area from an accredited university or college. An accounting designation (CPA) or partial completion would be advantageous.

Experience: Preferred candidates will possess a strong accounting background, well-developed analytical, communication and problem-solving skills, a strong working knowledge of Sage, MS Office and three years of experience working at a management level within a fast paced and demanding organization. Candidates having an equivalent combination of experience and education will also be considered.

Working Conditions: This is an office-based position with duties predominantly met during regular working hours. Some travel and flexibility of work schedule will be required.

Apply: If you are interested in this position, please apply with resume, covering letter, and three professional references using one of the options listed below. Submissions should be addressed to:

Mrs. Janet McAuley, Human Resources Manager
Qalipu Mi'kmaq First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Options to apply:

Online: <https://qalipu.bamboohr.com/jobs/>

Electronically, apply by email to: jobopportunities@qalipu.ca using MS Word with subject line: **Director of Finance**.

Deadline for receipt of Cover Letter and Resume: Friday, February 12, 2021 at 4:00 pm.

Please note: Diplomas/Certificates for Post-Secondary Education and Training and a Criminal Records Check along with a Vulnerable Sector Query are required.

QFN 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.