



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: \$80,800. to \$109,300 yearly. Commensurate with education, qualifications, and experience.

The Qalipu First Nation:

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.

The Role:

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 the work schedule will be required.

Employee Benefits:

- **Annual Leave:** Four weeks per year.
- **Statutory and Non-Statutory Holidays:** Employees are entitled to **13 days off** to cover Statutory and Non-statutory holidays per year.
- **Summer Office Hours:** Office hours during the summer months are from **8:30 am to 4:00 pm Monday to Thursday, Friday 8:30 am to 12:30 pm**. The schedule starts the first long weekend in May and continues until the last week of September.
- **Christmas Break:** the office closes for 2 weeks during the Christmas break; this is an added bonus that employees are entitled to over and above their four weeks of Annual Leave.
- **Employee Benefits:** Option to enrol in C of C – Employee Benefits Plan.
- **Registered Pension Plan:** QFN has a pension plan, FT senior management may contribute from 4 to 9%, employee contributions are matched by the Band.
- **FT Sick and Family Medical:** Full Time Employees are entitled to **12 paid sick and family medical days per year**.
- **Under 2 hours Medical Appointment:** Employees may attend an appointment of less than 2 hours with no deductions to Sick and Family Medical.
- **Discretionary Bereavement:** One day off per year for the death of a relative not included as immediate family, a close friend or neighbour.
- **Volunteer Program:** Employees may volunteer outside of the organization **up to 21 hours per year**.
- **Cell Phone Benefit:** \$500. /year
- **Health Benefit:** \$500. /year

Apply: If you are interested in this position, please apply online with resume, covering letter, and three professional references to:

Megan Jackson | Recruiter | megan@highertalent.ca
Jump Recruitment Specialists | www.jumpcareers.ca

Deadline for receipt of Cover Letter and Resume: Wednesday, December 11, 2024

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

The successful applicant must have a valid driver's license and access to a reliable vehicle.

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.