



Qalipu Holdings Inc.

## 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

**Qalipu Holdings Inc.:** Qalipu Holdings Inc., is responsible for all business operations, activities and revenue generation associated with the Qalipu First Nation Band.

**Job Description:** The Finance Officer is responsible for planning, organizing, and monitoring the financial activities of all companies and investments under Qalipu Holdings Inc. 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 Qalipu Holdings Inc. 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 all aspects of the annual auditing function.
- Provide the Board of Directors and the CEO 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 QBD Holdings Inc.
- 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](mailto:mmacdonald@qalipudevelopment.com) with **subject line:** ***Finance Officer.***

**Deadline for receipt of Cover Letter and Resume:** 4:00 pm, Friday, January 27, 2023.

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

QBD Holdings Inc., 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.