



# Simpcw First Nation

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## Employment Opportunity – Chief Financial Officer (CFO)

Simpcw First Nation is accepting applications for the position of Chief Financial Officer.

### PURPOSE OF POSITION

Reporting to the Band Administrator and partnering with the Finance Manager the Chief Financial Officer (CFO) will play a critical role in developing and implementing the financial strategy of Simpcw First Nation. As a member of the senior leadership team, the CFO will be an advisor to the program managers, evaluating and assisting them with their financial plans and economic modeling. The CFO will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the Chief and Council and the Finance, Audit, and Investment Committees of the Board.

### JOB DUTIES

- Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, tax planning, and conservation of assets.
- Approve and coordinate changes and improvements in automated financial and management information systems for the company.
- Ensure compliance with local, provincial, and federal budgetary reporting requirements.
- Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry.
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
- Develop and implement finance, accounting, billing, and auditing procedures.
- Establish and maintain appropriate internal control safeguards.
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Ensure records systems are maintained in accordance with generally accepted auditing standards.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.
- Assist in obtaining the necessary licenses and insurance required to start a business.
- Analyze cash flow, cost controls, and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas.
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
- Assess organizational performance against both the annual budget and Simpcw First Nation's long-term strategy.
- Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Engage the Board's finance, audit, and investment committees around issues, trends, and changes in the operating model(s) and operational delivery.
- Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).
- Oversee long-term budgetary planning and costs management in alignment with Simpcw First Nation's strategic plan.
- Manage cash flow and forecasting.

- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Oversee budgeting and the implementation of budgets so as to monitor progress and present financial metrics both internally and externally.
- Serve on planning and policy-making committees.
- Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
- Performs other responsibilities as necessary.

**Professional Certification, Education and Experience:**

- University Degree in Finance or Accounting.
- MBA, HBA or Master's degree in Finance or Accounting preferred.
- 5 years of experience in a senior-level finance or accounting position.
- CPA preferred.
- Experience in strategic planning and execution.
- Knowledge of contracting, negotiating, and change management.
- Knowledge of finance, accounting, budgeting, and cost control principles including fund accounting and Generally Accepted Accounting Principles.
- Knowledge of federal and provincial financial regulations pertaining to Indigenous organizations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Work requires willingness to work a flexible schedule.
- Extensive, experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management.
- Advanced proficiency with accounting software and spreadsheet programs and applications.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to effectively communicate both verbally and in writing.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.
- Experience creating and managing budgets for a First Nation Government body.
- Strong problem identification and problem resolution skills.
- High level of proficiency with Microsoft Office productivity suite.
- Knowledge of best practices in internal controls
- Sage 300 knowledge preferred

Qualified applicants should contact Simpcw First Nation at: [Janice.Philip@simpcw.com](mailto:Janice.Philip@simpcw.com) prior to 4 pm October 30, 2020.