



Roseau River Anishinaabe First Nation Government
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JAN 18 2024

Job Title:	Director Of Finance	Job Category:	Administrative
Department/Group:	RRAFN Finance	Job Code/ Req#:	Job Code/ Req#
Location:	Roseau River Anishinaabe First Nation/Winnipeg Sub Office	Travel Required:	Yes
Level/Salary Range:	Salary to be determined	Position Type:	Full Time
HR Contact:	Donna Hayden – Human Resource	Date Posted:	November 7, 2023
Will Train Applicant(s):	Should have work experience	Posting Expires:	Until filled
Applications Accepted By:			
EMAIL:	donna.hayden@rrafn.ca	MAIL:	ROSEAU RIVER ANISHINAABE FIRST NATION P.O. Box 200 Ginew, Manitoba R0A 2R0
Job Description			

PLEASE ENSURE WHEN APPLYING TO INCLUDE THE FOLLOWING: RESUME, COVER AND EDUCATIONAL CREDENTIALS

Summary of Position:

The Director of Finance will be responsible for the overall financial management and reporting of the RRAFN. The Director of Finance will be responsible for the compliance, budgeting, cash flow management and financial analysis for the departments assigned; Education, O & M, Housing, Band and Administration. Director of Finance will manage day-to-day financial and accounting procedures in compliance with the General Accepted Accounting Principles (GAAP) and the Public Sector Accounting Standards (PSAS). The Director of Finance will report directly to the Director of Operations and the Chief and Council and other agencies as required.

Responsibilities

- Ensure compliance with all financial reporting requirements as set by ISC, and other funding agencies or organizations including CRA.
- Prepare monthly, quarterly, and annual financial statements for the departments assigned for responsibility.
- Ensure all financial and accounting records are current, accurate, and recorded and filed in a manner that reflects professional and acceptable accounting practices.
- Conduct monthly bank reconciliations on all accounts.
- Conduct month-end entries and reconcile accounts payable on a monthly basis.
- Participate in the development review of the RRAFN financial plans; budgets and reports for the all departments assigned for responsibility.
- Coordinate the preparation of the year-end audit and assist the auditor in the collection and compilation of financial records and documentation required for the annual consolidated financial statements.
- Attend financial meetings for the purpose of financial reporting to the Director of Operations, Program Managers and Chief and Council.
- Collaborate with the Director of Operations to develop all financial controls and update policies and procedures as required and ensure enforcement of these policies.
- Prepare cash flow budgets; update daily and weekly cash-flows. This includes recording cash movements and projecting cash balances to the month and year end for onward reporting to the Band/Program Managers and Chief and Council.
- Act as a Primary Signing Officer on all financial accounts.

- Manage accounting software programs including storage, backup and retrieval of all financial information on weekly basis.
- Ensure that all Program Managers are operating and complying within their budgets and held accountable.
- Develop and maintain professional relationships with members of RRAFNF, governments, agencies, and other stakeholders.

Qualifications and KSA's:

- Post-secondary education in Accounting or other related diploma, degree
- Three years relevant experience in financial management.
- Must have experience with various financial funding agreements.
- Advanced knowledge of First Nation Administration.
- Knowledge of Federal Government Funding.
- Extensive knowledge of Sage Intact Software.

ADDITIONAL NOTES:

ALL APPLICATIONS MUST BE ACCOMPANIED WITH A CLEAR CRIMINAL RECORD CHECK, ABUSE REGISTRY CHECKS, AND DRIVERS ABSTRACT. ALL DOCUMENTATION MUST BE UP TO DATE WITHIN 3 MONTHS.

PLEASE

***** THIS IS A SCREED POSITION. ONLY QUALIFIED APPLICANTS WILL BE CONTACTED *****