



## EMPLOYMENT OPPORTUNITY

### FINANCIAL CONTROLLER

#### GENERAL

The Whitefish Lake First Nation No.128 is seeking an individual to assume responsibility for the full-time position of the Financial Controller. The Finance Department provides payroll, accounts payable, collection, cash management, budgeting, financial analysis and planning services for the band members, staff and Chief and Council of the Whitefish Lake First Nation No.128. The Financial Controller is responsible for the overall design, operations and supervision of financial information, budgeting and cash management systems. This position reports directly to the Chief and Council and will be responsible for, but not limited to, the following duties:

#### ROLES & RESPONSIBILITIES

- Evaluate and manage accounting system and related information systems
- Direct, supervise and train finance staff
- Design, prepare and distribute financial statements (monthly and annual)
- Liaise with external auditors and prepare year-end working papers
- Design, prepare and distribute annual budget, monitor actual spending and analyze results
- Prepare revenue and expenditure projections to allow for interim adjustments to program budgets
- Assist program managers in understanding financial information and with financial planning
- Implement financial decisions and policies as directed by the Chief and Council
- Monitor cash flow and negotiate adequate lines of credit
- Monitor surpluses/deficits; recommend and initiate appropriate corrective action
- Liaise with banking institutions and creditors
- Analyze financial plans, funding arrangements and government policy changes
- Liaise with Funding Services Division of Indian and Northern Affairs Canada
- Make recommendations on and/or assist in negotiation of a financial nature
- Draft financing proposals

#### QUALIFICATIONS

- A professional accounting designation (CA, CMA, CGA) and two years accounting experience in a non-profit organization
- Proven experience with computer systems, Acc-Pac software and Simply Accounting software
- Strong organizational, program development and management skills
- Must be able to maintain confidentiality
- Proven supervisory experience
- Excellent communication skills, both verbal and written
- Criminal Record Check

Submit Application complete with Resumes, Cover Letter, References and Criminal Record Check to:

Evan Steinhauer – Band Administrator or Carol Whitefish - Executive Assistant  
Email: [evan.steinhauer@wfl128.ca](mailto:evan.steinhauer@wfl128.ca) or [cwhitefish@wfl128.ca](mailto:cwhitefish@wfl128.ca)  
Mail to: P.O. Box 271, Goodfish Lake, AB. T0A 1R0  
Fax to: 780-636-3534.

We thank all candidates for their interest. However, only individuals selected for interviews will be contacted

**POSITION OPEN UNTIL A SUCCESSFUL CANDIDATE IS CHOSEN**