



# Métis Nation – Saskatchewan (MN-S)

## Employment Opportunity

### Chief Financial Officer (CFO)

**Reporting to the Métis Nation – Saskatchewan CEO, the CFO is responsible for leading the MN-S Finance department and to provide sound business and accounting advice to the MN-S management team.**

**Responsibilities:** The CFO will be responsible for:

Maintaining accounting policies and procedures in accordance with generally accepted accounting procedures, corporate filings and CRA regulations;

- Participate with other members of the management team in the development of annual plans, budgets and reports;
- Supervise monthly and quarterly close procedures including revenue and expense accruals, amortization, allocations, bank reconciliations, forecast updates and regulatory filings;
- Manage the treasury function and banking relationships, including monitoring and controlling cash flow;
- Supervise payroll and staff involved in the payroll process;
- Provide effective supervision and performance appraisal of direct reports on an annual basis;
- Oversee the preparation of funder financial reports on an as-needed basis; and
- A host of other duties which can be found in the complete job description along with pay range at <http://metisnation.sk.com>

**Qualifications:** The ideal candidate will have a undergraduate degree/diploma in Accounting, Finance or related field. Minimum of 8 years of related experience with at least 4 years in a supervisory role. CPA (GGA, CMA or CA) designation preferred. Advanced knowledge of Excel and proficient skills with other desktop applications including Word and PowerPoint. Accounting experience in not-for-profit, specifically fund accounting is an asset. Knowledge of a broad range of accounting software. Competencies include: Analytical/Decision Making/Problem Solving Skills/Attention to Detail/Communication Skills/Leadership/ and People Management.

**MN-S is committed to inclusiveness, equity and accessibility. We encourage all qualified candidates to apply. Preference will be given to qualified Métis applicants. Competitive salary and benefits plan will be provided. Detailed job description and salary range can be viewed on the MN-S website:**

<http://metisnation.sk.com>

**Please apply in confidence by:** February 23rd, 2018

C/O MN-S Transition Team

917 22<sup>nd</sup> Street West

Saskatoon, SK S7M 0R9

Email: [hr@gdins.org](mailto:hr@gdins.org)

Fax to: (306) 975-0903

**We thank all applicants for their interest but only those selected for interview will be contacted.**

## MN-S Chief Financial Officer Job Description

**Overview:** The CFO is responsible for leading MN-S Finance department with an emphasis on internal customer service; transactional efficiency and effective reporting to best serve the organization's stakeholders. Key responsibilities will be to provide financial leadership, oversee monthly and quarterly financial reporting, manage the budget process, oversee accounting functions, conduct forecast analysis, and monitor cash flow and credit. Reporting to the CEO the CFO will provide reports and financial information to the MN-S Finance and Audit Committee as well as the Board. In addition to providing sound business and accounting advice to the MN-S management team.

### **Key Responsibilities:**

- Maintain accounting policies and procedures in accordance with generally accepted accounting principles and CRA regulations;
- Oversee financial controls ensuring appropriate fiscal controls are in place to meet statutory compliance and the integrity of data and statements;
- Supervise staff in routing transactions including cash receipts, accounts payable, accounts receivable, funding processing and receipting processes;
- Participate with the other members of the management team in the development of annual plans. Provide advice and counsel to the CEO, the Board and the senior management team concerning financial matters and future plans;
- Supervise monthly and quarterly close procedures including revenue and expense accruals, amortization, allocations, bank reconciliations, forecast updates and tax filings;
- Review and provide input into specific project budgets developed by other member of the management team. Make recommendations concerning contractual provisions for the amount, timing and security of payments to be received for projects;
- Oversee the timely creation of monthly and quarterly financial reports for MN-S internal stakeholders as well as in accordance with MN-S loan compliance requirements;
- Actively participate in the development of strategic direction for the MN-S and its affiliates;
- Ensure that appropriate policies, procedures and internal controls are in place to safeguard assets, to manage cash flow, to comply with contractual arrangements, and to report the results of operations;
- Perform ongoing financial analysis, forecasting, reporting and monitoring of financial goals against budget;
- Preparing and analyze financial reports for the Finance and Audit Committee;

- Lead discussions between finance, development and department leads to ensure alignment across the organization that maximizes organizational effectiveness against priorities;
- Ensure the timely reporting of the financial results against plans/budgets to the CEO, the audit and finance committee, Board and management team. Ensure that the financial reports meet their needs and they understand the reports received. Make changes/modifications to reports to meet needs;
- Manage the treasury function and banking relationships, including monitoring and controlling cash flow;
- Lead the annual budget process, including communication with Directors, review and consolidation of department budgets and analysis and investigation of identified variances
- Supervise payroll staff;
- Monitor changes in CRA and payroll regulatory frameworks to ensure compliance
- Provide advice and counsel concerning any major capital purchases or lease. (this includes leases for the rental of space or equipment.) Provide advice and counsel concerning any disposal of significant assets;
- Oversee the payroll process, complete the payroll entry and update the human resource forecast for changes and updates received from department leads;
- Participate in the negotiation of major funding contracts and review a draft of other contracts prior to signing in order to assess the financial and administrative aspects of the contracts;
- Coordinate and plan the annual financial audit and NFP filings
- Provide financial training, on-going financial education and support to the organization;
- Provide effective supervision and performance appraisal of direct reports on an annual basis;
- Oversee the preparation of funder financial reports on an as needed basis; and
- Maintain the financial architecture and integrity of the chart of accounts.

### **Competencies:**

- **Analytical/Decision Making/Problem Solving skills.** Draw insightful conclusions from information. Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of organization. Assess difficult situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Attention to detail.** Does not let important details slip through the cracks.

- **Communication Skills.** Speak, listen and write in a clear, confident, respectful, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Leadership:** Mobilize teams, lead by example, inspire others to achieve.
- **People management.** Clarify performance expectations, provides, professional/performance development support, recognizes people's strengths & accomplishments, provides guidance while allowing independence, provides constructive and timely feedback, informal and formal (e.g., annual performance appraisal), communicates relevant information (e.g., management decisions, etc.), open to feedback.

**Qualifications:**

- Minimum of eight years of related experience, with at least 4 years in a supervisory role;
- CPA, (GGA, CMA or CA) designation;
- Undergraduate degree/diploma in Accounting, Finance or related field;
- Advanced knowledge of Excel and proficient skills with other desktop applications including Word and PowerPoint;
- Accounting experience in not-for-profit, specifically fund accounting is an asset;
- Knowledge of a broad range of accounting software is an asset (Quickbooks, Sage, etc.)

**Salary Range:** To be negotiated in the range of \$100,000 to \$130,000. A comprehensive benefits package will be provided to all employees of the MNS.