

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: May 4th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following Permanent Full Time (39.5 Hours/Week) position.

CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER Government Services Building

SCOPE OF POSITION:

To oversee the administration team of the Government Services Building and controllership of the financial affairs of Curve Lake First Nation.

DUTIES:

- Responsible for the Management of Accounting Framework and the financial policies of the Curve Lake First Nation
- Work in partnership with Finance
- Committee to develop policies that meet the principles of GAAP and PSAB
- Develops policies and procedures to ensure full financial accountability of all First Nation resources
- Responsible to ensure appropriate spending authorities and procedures are in place to ensure effective and efficient program delivery to the community
- Responsible to ensure the financial management of the First Nation assets
- Responsible for the management of the Curve Lake First Nation Capital Budget Report
- Participates as a member of the Senior Management Team for Curve Lake First Nation.

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education:

- Certification as a CPA
- Business Degree with 5 or more years' experience in financial management
- Knowledge of Curve Lake First Nation policies and procedures in addition to program and service deliveries
- Financial management – budget development, cashflow projections, administration of approved budget, ensuring department adherence to financial policy
- Working knowledge of governmental policies, programs, services and procedures at the Federal Provincial and Regional levels

RATED REQUIREMENTS:

Knowledge:

- Ability to translate knowledge into the development of new strategies and directions.
- Possess a breadth of knowledge at the organizational level, including its strategic and operational goals and objectives, partnerships, internal and external relationships, governance, and laws/regulatory issues.
- High level of computer skills and knowledge of various computer software programs

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Skills & Abilities

- Ability to multi-task, keep organized, develop work plans and ensure accountability including writing reports as required
- Must be able to ensure effective Performance Management
- Analytical thinking – Ability to analyze detail information and using logic to find solutions
- Must be able to assign tasks and ensure successful completion of same
- MUST have a high respect for confidentiality
- Exhibits a high degree of initiative and self-direction and must have good; analytical, organizational, verbal and written communication
- Ability to work with tact and discretion, to exhibit high level public relations and good project management skills are essential

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is Full-Time Term position beginning immediately. Annual salary range for this position is \$80,707 to \$87,881 on a 39.5 hour work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

**Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca**

Deadline for Applications: May 13th, 2022 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

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While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.