



JOB OFFER

Job Title: Financial Controller

Full-time Permanent Position – This job is open to both women and men

Immediate Supervisor: Director of Finance and IT

In this document, the masculine form is used generically for the sole purpose of lightening the text.

Purpose of the Position

The Under the supervision of the Director of Finance and IT of the FNHRDCQ, the Financial Controller is responsible for administering the financial component of the agreements and programs negotiated with various partners. As such, he participates in the development and adjustments of the projections related to cash inflows and outflows and assists in the preparation of quarterly reimbursement claims, in accordance with the requirements of the funding agreements and the financial policies of the FNHRDCQ. The incumbent is responsible for supporting the financial operations of the Commission by producing monthly reconciliations of financial data, preparing the books at the beginning and end of the financial year, and preparing GST and QST claims to the federal and provincial governments. The Financial Controller is responsible for supporting the financial operations of the Local First Nations Commissions (LFNCs) and Urban Service Centres (USCs) by issuing quarterly payments and providing them with payment reports. The incumbent also participates in the development of the FNHRDCQ by assisting in the development and implementation of the policies, regulations and guidelines of the Finance and IT department and providing relevant quantitative and qualitative data to the department in order to help in the preparation of the annual report, strategic plan, organizational objectives, action plan, work plan and other documents required for the regional meetings and other ad hoc meetings. The Financial Controller exercises functional authority over the Payroll and Finance Officer and the Accounts Payable and Purchasing Officer by planning, organizing and supervising their work, while ensuring the accuracy and quality of the work performed, in compliance with the Commission's procedures and policies. The incumbent may be asked to perform other related tasks in accordance with the objectives of the development initiatives of the Commission.

Duties and Responsibilities

1. PARTICIPATE IN THE DEVELOPMENT OF THE FINANCE AND IT DEPARTMENT

- 1.1. Assist in defining the organizational objectives of the Finance and IT department
- 1.2. Actively participate in regional meetings and other ad hoc meetings by preparing and/or presenting, as needed, important documentation related to Finance and IT
- 1.3. Apply the policies, guidelines and procedures related to Finance and IT (ex.: deadline for submitting forms, data to be compiled, etc.)
- 1.4. Participate in the preparation of the five-year strategic plan, annual action plan and annual report of the FNHRDCQ by providing quantitative and qualitative data pertaining to Finance and IT
- 1.5. Participate in the updating of the organizational objectives tracking form while paying special attention to the drafting of the synthesis
- 1.6. Participate in the development of an annual work plan for the Finance and IT based on the Strategic Plan and the terms of the agreements signed with partners (ex.: ESDC, etc.)
- 1.7. Participate on an annual basis in the production, with the directors and/or persons-in-charge of the services concerned, an operating budget plan for the Commission's regional office based on achievable objectives and timeframes, as well as the related requirements in terms of human, financial and material resources

Duties and Responsibilities	
2. SUPPORT THE FINANCIAL OPERATIONS OF THE FNHRD	<ul style="list-style-type: none"> 2.1. Participate in the fiscal year opening and closing activities, produce periodic financial reports as well as the annual financial report generated for the auditors 2.2. Maintain the books, accounting records and accounts of the FNHRDCQ in accordance with the established methods and produce accounting reports 2.3. Ensure the updating of the accounts receivable and payable modules in the Commission’s accounting system and reconcile them on a monthly basis 2.4. Reconcile financial commitments and available budgets in order to ensure that they are respected and make the information available as needed 2.5. Prepare GST and QST claims to the Federal and Provincial Governments and participate in the production of T4 slips 2.6. Ensure that the filing of all administrative and financial files, both personal and operational, is adequate and updated on a regular basis (ex.: administrative regulations, copies of receipts, bank statements, cancelled cheques and other relevant correspondence)
3. MANAGE THE FINANCIAL AND ACCOUNTABILITY COMPONENT OF AGREEMENTS	<ul style="list-style-type: none"> 3.1. Participate in the elaboration and/or adjustments of the annual cash flow projection for the Agreements and programs (ex.: ASETS, MESSQ, etc) 3.2. Participate in the preparation of the quarterly reimbursement claims that are required by the terms of the Agreements (ex.: ASETS, MESSQ, etc)
4. SUPPORT THE FINANCIAL OPERATIONS OF THE LFNCs AND USCs	<ul style="list-style-type: none"> 4.1. Issue quarterly payments to the LFNCs according to the annual cash flow projection while taking into account the budget allocation and provide them with payment reports 4.2. Maintain close professional links with the LFNCs and USCs
5. EXERCISE FUNCTIONAL AUTHORITY	<ul style="list-style-type: none"> 5.1. Exercise functional authority over the Payroll and Finance Officer and the Accounts Payable and Purchasing Officer by planning, organizing and supervising their work 5.2. Verify the accuracy and quality of the work performed by the aforementioned officers, while ensuring compliance with the Financial Administration Policy and Procedures Manual
6. PERFORM OTHER RELATED TASKS	<ul style="list-style-type: none"> 6.1. Perform other related tasks as required at the request of the Director of Finance and IT

Requirements	
<ul style="list-style-type: none"> • Bachelor’s degree in business administration, finance or accounting • A CPA certification in accounting is an asset • 2 years of experience in accounting or finance 	

Requirements	
<ul style="list-style-type: none"> • Mastery of spoken and written French and English; knowledge of an Aboriginal language is an asset • Skills in writing and information analysis to develop human resources procedures, policies, plans, programs and other tools • Good knowledge of mathematics, accounting or finance in order to be able to monitor budgets, issue payments, ensure recoveries, deductions and other financial transactions • Good analytical skills and attention to detail in order to detect irregularities and ability to exercise good judgement and autonomy in finding solutions to correct them • Ability to write reports, letters, memos, emails and other communications • Knowledge of the labour market, networks and institutions dedicated to employment, community development, as well as of the programs and services • Adequate understanding of the reality of the Aboriginal community and clientele and of Aboriginal structures and institutions • Ability to demonstrate professionalism and inter-relational skills to work in a team and with multiple stakeholders from various sectors • Strong organizational skills, ability to follow instructions and to work under minimal supervision, adequate time-management skills and ability to work under pressure • Excellent command of Excel software, good knowledge of common Word, PowerPoint, Outlook, Internet software and be familiar with accounting software • Be able to work under pressure • Have a strong sense of ethics • Exercise discretion when working with confidential data • Maintain harmonious relationships with multiple stakeholders 	
Working Conditions	
Remuneration:	According the FNHRDCQ salary scale in effect
Work Schedule:	Monday to Friday, 9:00 a.m. to 5:00 p.m. or as required
Workplace:	Regional Office located in Kahnawake
Hiring priority:	Internal posting for FNHRDCQ employees - Regional Office and USC. Where skills are equal, priority will be given to First Nations.
To apply:	Interested candidates can send their curriculum vitae and a cover letter to martinelhudon@gmail.com
Posting:	Posting date: 2018-11-04 / Closing date: 2018-11-16