



EXTERNAL JOB POSTING- Repost

Posting Period: April 24, 2018 – Until Filled
Position: Financial Controller
Location: Gathering Place by the Grand
Job Status: Permanent, Full-time
Hours of Work: 35
Salary: TBD

SUMMARY

The Financial Controller reports to and works under the direction of the Director of Finance.

The Financial Controller assists the Director of Finance in carrying out the financial management responsibilities on behalf of Six Nations of the Grand River Development Corporation (SNGRDC) in accordance with policy approved by the Board of Directors.

The Financial Controller oversees the day to day activities of the finance department and assists in the development, implementation, and maintenance of the accounting system to facilitate the accurate and timely tracking and control of all financial information within the operations controlled by SNGRDC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for sound management of a financial system using Generally Accepted Accounting Principles.
- Prepares financial statements, analysis, forecasts etc. for the Director of Finance on a month basis.
- Assist Director of Finance in the development of all finance policy and procedures both for external users (i.e. other departmental staff) and internal users (finance department staff).
- Work to ensure policy and procedures are adhere to by all staff and takes corrective action when required.
- Manages all day to day transaction activities pertaining to the Sage300 accounting system for Six Nations of the Grand River Development Corporation, Economic Interest and Six Nations of the Grand River Development Trust (SNGRDT).
- Assist in the preparation of yearly budgets.
- Assist in the development and execution of all training plans for finance department employees and the completion of annual employee performance evaluations.
- Oversee the preparation and audit process for SNGRDC and SNGRDT and assist in preparing annual audit working paper files.

- Oversee and reviews monthly account reconciliations month end closing activities.
- Assists in bank related activities.
- Assist in the evaluation and implementation of Sage300 accounting system upgrades.
- Other work-related duties as required.

For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details

SUBMISSION PROCESS:

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at HRdept@sndevcorp.ca:

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at www.sndevcorp.ca/careers.

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Thank You



FINANCIAL CONTROLLER

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ADDITIONAL SKILLS AND ABILITIES

- Ability to work independently as well as part of a team and demonstrate a high-level ability for taking the initiative and problems solving.
- Ability to assign, direct and prioritize tasks for efficient and effective functioning of personnel.
- Excellent understanding of Generally Accepted Accounting Principles.
- Possess excellent verbal and written communications skills.
- Must have the ability to provide information, directions and assistance, and must maintain a friendly, cheerful, courteous and cooperative disposition while maintaining tact, discretion, diplomacy and confidentiality.

EDUCATION/EXPERIENCE

Minimum Requirements:

- Must be a Chartered Professional Accountant (CPA) registered with the Chartered Professional Accounts of Ontario.
- Must have a minimum of 5 years recent work experience as a Financial Controller having supervised 5+ employees or equivalent.
- Experience in managing operational budgets worth more than \$30 million dollars.
- Experience working with SAGE300 accounting software system.
- Knowledge and experience in using the Accounting Standards for Not-for-Profit Organizations in Canada would be an asset.
- Experience working with trusts would be an asset.
- Experience in project costing would be an asset.
- Must provide a police background report.
- Must be bondable.

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

CULTURE

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Government Agencies, Council Members, Human Resources, Development Corporation Staff, Tourism Partners, Maintenance Contractors, Business Partners, and Vendors.

WORK ENVIRONMENT

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

REPORTS TO

Director of Finance



APPLICATION FOR EMPLOYMENT

Position		
Job Title:		
Posting End Date:		
General Information		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
Three References		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		

Availability
Are you legally able to work in Canada? Yes _____ No _____ Date Available to Start Work: _____

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

Are you a Six Nations band member? Yes No

Applicant Information Release	
<p>I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.</p>	
Applicant's Signature:	Date:

Please Note:

- * Attach cover letter and resume
- * Police Record Check and copies of education will be required at time of offer of employment