



EXTERNAL JOB POSTING

Posting Period: April 18th, 2018 – Until Filled
Position: Vice-President of Finance & Administration
Location: Six Nations Tourism Building
Job Status: Permanent, Full-time
Hours of Work: 35 hours per week

SUMMARY

Reporting to the President/CEO the Vice-President of Finance & Administration (VP of F&A) will have the overall responsibility of all aspects of the Six Nations of the Grand River Development Corporation's (SNGRDC) financial operations, as well as administrative day-to-day operations. The VP of F&A primary responsibility is to oversee the financial administration of the SNGRDC group and serve as the chief financial spokesperson for the organization. In addition, the VP of F&A will assist the CEO in the day to day administration and management of Nation Enterprises.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Executive Leadership Team in developing corporate strategic plans and work plans necessary to achieve the organization's vision, mission and objectives.
- Develop and report on key performance indicators for measuring the financial and operating performance of SNGRDC group of companies.
- Integral part of the Executive Leadership Team working on the strategic vision including fostering and cultivating stakeholder relationships, as well as assisting in the development and negotiation of contracts and investment opportunities.
- Ensure SNGRDC Group is compliant with GAAP and tax planning strategy.
- Responsible for the financial management of SNGRDC Group, including P&L, financial reporting, budget forecasting, capital planning, and compliance.
- Oversee the production of internal and external monthly reports including financial statements and cash flow projections for use by executive management, financial partners, etc.
- Function as a service provider for the Economic Development Trust including trust administration, and participating in the trust audit process.
- Oversee the preparation of quarterly financial report and official annual report.
- Present the financial results of the organization to the Board of Directors and other parties from time to time.
- Ensure compliance with local, provincial, and corporate filings/reporting requirements.

- Establish and implement short- and long-range operational goals, objectives, policies, and operating procedures.
- Assists CEO in overseeing day-to-day operations of all SNGRDC divisions and proactively keeps CEO apprised of significant events.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
- Serve as a key contact for external parties, including auditors, bankers, tax and financial advisors.
- Serve as primary legislative liaison relative to company financial issues.
- Direct financial audits and provide recommendations for procedural improvements.
- Other duties as necessary.

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



VICE-PRESIDENT OF FINANCE & ADMINISTRATION

SUMMARY

Reporting to the President/CEO the Vice-President of Finance & Administration (VP of F&A) will have the overall responsibility of all aspects of the Six Nations of the Grand River Development Corporation's (SNGRDC) financial operations, as well as administrative day-to-day operations. The VP of F&A primary responsibility is to oversee the financial administration of the SNGRDC group and serve as the chief financial spokesperson for the organization. In addition, the VP of F&A will assist the CEO in the day to day administration and management of Nation Enterprises.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Executive Leadership Team in developing corporate strategic plans and work plans necessary to achieve the organization's vision, mission and objectives.
- Develop and report on key performance indicators for measuring the financial and operating performance of SNGRDC group of companies.
- Integral part of the Executive Leadership Team working on the strategic vision including fostering and cultivating stakeholder relationships, as well as assisting in the development and negotiation of contracts and investment opportunities.
- Ensure SNGRDC Group is compliant with GAAP and tax planning strategy.
- Responsible for the financial management of SNGRDC Group, including P&L, financial reporting, budget forecasting, capital planning, and compliance.
- Oversee the production of internal and external monthly reports including financial statements and cash flow projections for use by executive management, financial partners, etc.
- Function as a service provider for the Economic Development Trust including trust administration, and participating in the trust audit process.
- Oversee the preparation of quarterly financial report and official annual report.
- Present the financial results of the organization to the Board of Directors and other parties from time to time.

- Ensure compliance with local, provincial, and corporate filings/reporting requirements.
- Establish and implement short- and long-range operational goals, objectives, policies, and operating procedures.
- Assists CEO in overseeing day-to-day operations of all SNGRDC divisions and proactively keeps CEO apprised of significant events.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
- Serve as a key contact for external parties, including auditors, bankers, tax and financial advisors.
- Serve as primary legislative liaison relative to company financial issues.
- Direct financial audits and provide recommendations for procedural improvements.
- Other duties as necessary.

ADDITIONAL SKILLS AND ABILITIES

- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.
- Ability to assign, direct and prioritize tasks for efficient and effective functioning of personnel.
- Must have ability to provide information, direction, and assistance, while maintaining a friendly, courteous, and cooperative disposition.
- Must maintain a close working relationship with Financial Institutions, Consultants, other agencies, all departments, and government agencies.
- Proactive with the ability to problem solve and anticipate needs.
- Demonstrated professionalism and an understanding of the importance of confidentiality
- Ability to embrace and champion change.
- Reliable and able to work independently.
- Ability to handle the public with tact, discretion, and with a pleasing personality.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Undergraduate or post-graduate degree in Accounting, Finance, or Business Administration. CPA designation required.
- Masters of Business Administration strongly preferred.
- Minimum three (3) years of experience in senior-level finance or accounting position.
- Must be knowledgeable of emerging best practice in the areas of finance, accounting, budgeting, and cost control principles
- Excellent accounting skills with practical knowledge and application of GAAP including experience with integrated accounting applications such as SAGE300 and other accounting software required.
- Ability to analyze financial data and prepare financial reports, statements and projections.

- Work requires professional written and verbal communication and interpersonal skills.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Must demonstrate high level of initiative, self-direction and ability to work independently.
- Ability to plan, organize, prioritize, analyze, conceptualize and assign tasks, manage personnel.
- Must be bondable and pass a police background check.
- Flexible (extra hours may be required on occasion).

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

Auditors, Banking Partners, Contractors, Government Agencies, Elected Officials, 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.

DIMENSIONS (FINANCIAL/STAFF)

Financial team of six people, enterprise wide staff of 100+ FTE
 Financial administration of 15 business units and trust administration responsibility
 Financial responsibility for an enterprise wide budget of \$40 million.

REPORTS TO

President/CEO



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