



## **EMPLOYMENT OPPORTUNITY**

### **FINANCE SUPERVISOR**

The Alexis Nakota Sioux Nation is seeking a highly motivated, professional and experienced individual to fill the position of Finance Supervisor. Under the direction of the Tribal Administration, Chief and Council, this individual will manage and be accountable for the Nations Finance Department. The candidate will provide overall financial accounting, administration, direction and support services in all areas of the Nation's budget cycle; book keeping, records maintenance, financial reporting to Council and All Department Programs.

#### **Position Summary:**

- The finance supervisor will be primarily responsible for ensuring the professional financial management of the Nations Funding Agreements and ensuring that all programs are operating in accordance to these agreements.
- Annual presentation of the Administration Finance Budget to Council
- Annual Budget Coordination for all Departments and Programs;
- In budget cycle, ensure all funding agreements meet the specific criteria; Revenue projection including all other sources of revenue for Council review.
- Regularly conducts financial budget monitoring and will attend regular Chief and Council financial meetings, band meetings and provide financial reports as required.
- Under the direction and supervision of the Tribal Administrator, the finance supervisor will provide oversight of the Nations expenditures of all Nation funded activities and ensure all recorded transactions are consistent with the requirements and procedures set out in the Financial Management Policy.
- The individual will assist Nation Auditor in completion of the annual audit process; attend all audit meetings and work with programs managers regarding the audit
- Shall be available to provide relevant information regarding the Nation's annual audit and until the audit has been approved and completed by Council, shall be available to provide relevant financial information regarding Indigenous Services Canada and other funding through meetings, reporting, etc.
- Perform regular check in with the Tribal Administrator on all financial matters, and report to Council directly as necessary.
- Provides monthly financial statements and reports as directed by Council.
- Work with Tribal Administrator for applications to Indigenous Services Canada for Nation Support and Employee Benefits Funding.
- Responsible for providing supervision and direction to employees of the accounting services function responsible for accounts receivable, accounts payable and payroll.

- The incumbent is responsible for providing funding advice to the Tribal Administrator regarding policy and procedure changes to ensure the accounting function operates at an optimum level of efficiency.
- The finance supervisor must strictly adhere to the Code of Ethics established by the Alexis Chief and Council and take an Oath of Confidentiality.

Qualifications:

Accounting Degree / Diploma and/or a related Certification with a minimum of 10 years supervisory experience. Ability to speak the Stoney Language will be considered an asset.

This competition is open to all qualified applicants. The closing date for applications is February 17, 2023 by 4:30 pm. Prospective employees may be required to undergo a security clearance.

Screening of applicants will be utilized and only successful candidates will be contacted for an Interview.

Please submit cover letters and resume to the attention of; Patricia Alexis, email: [humanresources@ansn.ca](mailto:humanresources@ansn.ca)