



# EMPLOYMENT OPPORTUNITY

Swan Lake First Nation  
Box 368, Swan Lake, Mb, R0G 2S0

---

<b>POSITION:</b>	<b>Director of Finance</b>	<b>DEPT:</b>	Finance
<b>Term:</b>	Full time	<b>SALARY:</b>	TBD
<b>Reports to:</b>	Chief and Council	<b>Close Date:</b>	<b>Open until filled</b>

---

## **SUMMARY**

The Director of Finance is responsible for the overall management, planning, directing, evaluating & monitoring of all financial activities of Swan Lake First Nation and its entities. These responsibilities include evaluating financial policies and finance staff, procedures, controls and reporting systems and collection and payroll functions. Ensure the legal & regulatory compliance for financial reporting for all programs within prescribed budgets.

## **RESPONSIBILITIES**

- Maintain the day-to-day control of financial activities for Swan Lake First Nation in accordance with the Swan Lake First Nation Finance Policy
- Oversee the processing of revenue, expenditure, and position control documents, department budgets, general ledger account maintenance and data entry; assist departments with budget and variance reports.
- Prepare, review and analysis of financial statements (budget, variance analysis by program and cash flow forest)
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects Swan Lake First Nation assets by establishing, monitoring, and enforcing internal controls,
- Oversee the performance of GL account analysis and reconciliations,
- Initiate invoicing of funding organizations
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans,
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions; provides status of financial condition by collecting, interpreting, and reporting financial data,
- Monitors and confirms financial condition by conducting audits; providing information to external auditors,
- Prepare reports, develop and maintain timely and accurate financial statements reports that are appropriate and in accordance with generally accepted accounting principles (GAAP)
- Complies with Federal and provincial reporting requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions,
- Calculate salaries and benefits,
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and authorization signatures,
- Prepare and remit source deductions and payroll tax,
- Data enter of payroll information; distribute pay cheques,
- Prepare Records of Employment (ROE); process T-4 forms,
- Determines financial staffing requirements and assists in training of financial staff



# EMPLOYMENT OPPORTUNITY

Swan Lake First Nation  
Box 368, Swan Lake, Mb, R0G 2S0

- Maintains financial staff job results by coaching, counseling, and disciplining employees; planning and monitoring,
- Ensures operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications and establishing personal networks,
- Protects operations by keeping financial information and plans confidential.
- Perform other duties as required

## **KNOWLEDGE, SKILLS & ABILITIES**

- Be familiar with all budget, reporting and funding requirements of AANDC, FNIHB and other funding departments
- Comprehensive knowledge of financial practices and procedures (GAAP); legislation relevant to the organization (employment standards, occupation health and safety, human right, etc.) all regulations to ensure organization is compliant
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Knowledge of payroll functions and procedures; ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Demonstrate ability to analyze data make observations, and objectively evaluate program service
- Demonstrated ability to work under pressure, multi-tasks conflicting demands, meet deadlines and work independently
- Demonstrated ability to deal with sensitive situations with tact and diplomacy
- Must have proven ability to multi-task, set priorities effectively, excellent attention to details and problem solve
- Must be a team player be able to work independently and collaboratively
- Must exhibit good leadership skills and be able to handle sensitive information in a confidential manner
- Excellent conflict resolution skills
- Knowledgeable about protocols, litigation and legal framework of process
- Decision making skills
- Contract and negotiation skills
- Excellent communication and interpersonal skills
- Time management skills
- **CPA designation preferred.**

## **CONDITIONS OF EMPLOYMENT:**

- Access to reliable transportation to and from work as travel will be required.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- Must be willing to submit to random drug testing.

**Deadline for submission: Open until filled.**

Please submit resume, cover letter and references with position applying for in subject box to:  
**Human Resources Manager – Swan Lake First Nation**  
Email: [careers@slfn293.ca](mailto:careers@slfn293.ca)

Tel: (204) 836-2101 Fax: (204) 836-2255