



CREE NATION TRIBAL HEALTH CENTRE INC.

Internal and External Finance Manager

Full Time Permanent Position

Purpose of job:

The Finance Department is responsible for maintaining the financial, accounting, administrative and personnel services for Cree Nation Tribal Health Centre in order to meet the regulations of the funding agents.

The Finance Manager works directly with the Finance Team and indirectly with the First Nation's Finance Departments, Executive Director, and the Assistant Executive Director and a variety of Funding Agents such as ISC.

The Finance Manager position contributes to the overall success of the organization by effectively managing all financial tasks for the organization. To oversee the finance department and providing reports, budgets, accounts, and financial statements to the Board of Directors, management, and staff. Also undertaking strategic analysis and assisting with strategic planning and long-term organization plans. The Finance Manager essential functions of controlling income, cash flow and expenditures, managing budgets, developing and managing financial systems/modules. Other functions of a Finance Manager include carrying out risk assessments, while liaising with management. Also, maintains a working relationship with the Auditors.

Responsibilities:

- Review all incoming amendments and Notice of Budget Adjustment to all agreements, then prepare issues sheet for CNTHC Board of Directors approval and/or signature, scan back agreement to ISC.
- Setting and maintaining operating and capital budgets annually and developing a five-year budget projections in collaboration with Executive Director.
- Oversee all the Budget revisions throughout the year, and present to CNTHC Board of Directors for approval.
- Prepare issue sheets for the CNTHC Board of Directors quarterly and participate in the meetings.
- Work with the funding agencies on the contribution agreements to ensure reports are submitted prior to deadlines.
- Oversee Accounts Payable is reconciled and payments made to vendors twice a month.
- Ensure Accounts Receivable is processed on timely basis.
- Ensure Payroll is processed on time on a bi-weekly basis.
- Ensure and oversee that cash flow and income statements are prepared on monthly basis.
- Make cash transfers to/from the savings account using Scotia Connect daily/biweekly and at month end.
- Review expense requests (materials & supplies) from staff according to budgets, cashflow and funding agreements.
- Must be able to trouble shoot ACCPAC issues and concerns when they arise.
- Must be able to assist in proposal writing.
- Other duties as assigned within job scope.

Qualifications:

- Grade 12 or equivalent.
- Degree in Business Administration through a recognized University or College.
- Must have 5 years experience with all modules of Sage ACCPAC Accounting Software.
- Strong knowledge of Microsoft – Excel, Word and Outlook.
- Strong knowledge of computers and general office equipment.
- Excellent written, communication and organizational skills.
- Excellent interpersonal and cross-cultural to work in a First Nations environment.
- Must be able to work overtime, when needed and be able to travel upon request.
- Strong organizational and time management skills.
- Must be able to manage multiple tasks, often with completing deadlines.
- Handling difficult and sensitive issues, using sound, independent judgement within specific guidelines and regulations.
- Ability to set priorities and work in a team setting.
- Ability to remain positive and enthusiastic under stressful conditions.
- Must have a valid Class 5 Driver's License and reliable vehicle required.

Closing date: September 11, 2024, by 4:30 pm by email only.

Please send your Resume, Cover Letter and 3 References to Jeanette Sayese at jsayese@tribalhealth.ca

**The successful candidate must have satisfactory Criminal Record and other checks.
We thank all that apply but only the successful applicants will be further contacted.**