



● EMPLOYMENT OPPORTUNITY ●

The Western Cree Tribal Council is seeking an individual to fill the position of:

DIRECTOR OF FINANCE

About WCTC: The Western Cree Tribal Council (WCTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Director of Finance to join our team and contribute to our mission of advancing the financial stability and growth of our Tribal Council.

Job Overview: The Director of Finance, reporting to the Chief Executive Officer, will play a crucial role in managing the financial operations of WCTC. This position is responsible for ensuring that financial management controls and accounting services align with the WCTC Finance Policy and Generally Accepted Accounting Principles (GAAP). The Director of Finance will oversee budgeting, forecasting, financial analysis, and work collaboratively with the finance team to maintain accuracy, compliance, and efficiency.

Primary Duties and Responsibilities: As the Director of Finance, you will be responsible for:

- **Financial Oversight:** Overseeing all financial activities, including budget development, forecasting, and comprehensive financial analysis.
- **Policy Development:** Developing and maintaining financial policies, procedures, and internal controls to ensure accuracy and compliance.
- **Financial Reporting:** Preparing financial reports, statements, and presentations for senior management, Board of Directors, and funding agencies.
- **Team Leadership:** Providing guidance and fostering a collaborative environment within the finance team to ensure effective financial operations.
- **Performance Analysis:** Monitoring and analyzing financial performance, and opportunities to support informed decision-making.
- **Cross-functional Collaboration:** Collaborating with other departments to support strategic decision-making and contribute to the overall growth of WCTC.
- **Month-end and Year-end Closing:** Ensuring timely and accurate month-end and year-end closing processes.
- **Audit Coordination:** Coordinating with external auditors and ensuring compliance with all applicable financial policies.
- **Continuous Improvement:** Identifying process improvements and implementing best practices to enhance financial efficiency and effectiveness.

Qualifications:

- Bachelor's degree in finance, accounting, or a related field
- Proven experience in financial management and leadership roles.
- Strong knowledge of GAAP
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal abilities.
- Proficiency in financial software and tools.
- Demonstrated commitment to integrity and ethics in financial management.

How to Apply: If you are a highly motivated finance professional ready to contribute to the financial success of the Western Cree Tribal Council, please submit your resume and a cover letter detailing your relevant experience and qualifications to executive.assistant@westerncree.ca. For more information please contact Elaine Goodswimmer at (780) 532-3009. Please include "Director of Finance Application" in the subject line.

Applications will be accepted until a suitable candidate is found. We thank all applicants for their interest in WCTC; however, only those selected for an interview will be contacted.

WCTC is an equal opportunity employer, and we encourage applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive workplace where all employees can thrive.