



Duncan's First Nation is seeking an individual to fill the position of

**FINANCE DIRECTOR**  
**Employment Opportunity – Full-Time Permanent**

**LOCATION:** This employment opportunity will be based at our Administrative Office at Duncan's First Nation, Treaty 8 Region.

**JOB SUMMARY:** The Finance Director has the lead role in coordination of accounting, financial reporting, and budgeting activities within the Nation's government to manage organizational funds in a fiscally prudent manner to ensure adequate cash flow to meet the Band's needs.

**DUTIES:**

- Managing all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition;
- Coordinate and direct the preparation of the budget and financial forecasts and report variances;
- Prepare and publish timely monthly statements;
- Coordinate the preparation of regulatory reporting;
- Research technical accounting issues for compliance;
- Support month-end and year-end close process;
- Ensure quality control over financial transactions and financial reporting;
- Manage and comply with locale, provincial and federal government reporting requirements, and tax filings;
- Develop and document business processes and accounting policies to maintain and strengthen internal controls;
- Additional controller duties, as necessary.

**QUALIFICATIONS:**

- Proven working experience as a Financial controller;
- 3 + years of overall combined accounting and finance experience;
- Undergraduate or Advanced degree in Accounting (CA, CGA, CMA preferred)
- Must have experience with SAGE 300;
- Must have a strong knowledge of First Nation/Indigenous Government systems and issues, knowledge of Aboriginal/Indigenous Funding Agreements, knowledge of Human Rights Legislation, Federal Labour Laws and knowledge of issues facing Alberta/Canada's First Nations.

**SALARY RANGE:** Highly Competitive

**CLOSING DATE:** Open until a suitable candidate is selected

Please fax or email resume in confidence to:

Duncan's First Nation

Attention: Tim Barker

Fax: (780) 597-3920    Email: [manager@duncansfirstnation.ca](mailto:manager@duncansfirstnation.ca)

We appreciate the interest of all applicants; however, we will contact only those selected for interviews.