



Little Red River Cree Nation is accepting applications for the following position:

Chief Financial Officer

As the Chief Financial Officer, you must possess excellent fiscal management skills and proven experience working with a multi - level computerized Accounting System. You will be responsible for controlling all aspects of the LRRCN Accounting, and Administration Departments. Responsible for a number of functions including preparation of financial statements, reports, returns, reconciliations, audit preparation and materials, applications and analysis, as well as supervision of the accounting and administrative staff. Must work closely with Department Directors and other management staff of LRRCN. Other tasks may be assigned. Create positions in senior accounting, subject to funding availability.

Qualifications:

1. Bachelor of Commerce Degree preferred. (Equivalencies Considered)
2. CA, CMA, or CGA with 2 years proven work and supervisory experience.
3. Accounting Diploma from NAIT or equivalent institution with 2 years proven work and supervisory experience & actively working towards an accounting designation.
4. Excellent oral & written communication skills.
5. Strong analytical & organizational skills.
6. Must be willing to work as part of a “Senior Management Team”.
7. Must be willing to relocate to John Dor Prairie Area
8. Must be bondable - a criminal record check is a requirement.

Summary: Under the general direction and supervision of the Senior Administrative Officer, the Chief Financial Officer is responsible for the primary financial operations of LRRCN. This will include ensuring monthly, quarterly and annual reporting requirements are met.



DUTIES AND RESPONSIBILITIES:

1. Prepare financial statements on a monthly basis for review and approval by the SAO and the finance committee;
2. Ensure all budgets, work plans, contribution arrangements and amendments are being followed and that all financial reporting requirements are met;
3. Maintain the Chart of Accounts and the review of the General Ledger to ensure accuracy of each revenue and expense account as well as the balance sheet accounts and data input from source documents.
4. Prepare adjusting journal entries for approval.
5. Assist SAO and Senior Management when required, with the preparation of budgets.
6. Assist SAO in developing the annual operating budget. Ensure that all departments maintain a listing of all capital assets.
7. Assist SAO in compiling an annual estimate of anticipated revenues and expenditures by reviewing all historical data on past expenditure patterns and variances;
8. Prepare and present monthly variance reports to the SAO and Senior Management
9. Attend Chief & Council meetings and other relevant meetings when requested.
10. Assist in the on going development and review of the Nations Financial Policies and Procedures.
11. Supervise the submission of monthly program activity reports;
12. Prepare the annual year end audit in accordance to INAC reporting Guidelines



Salary: Commensurate with qualifications and experience.

Deadline Date: November 15, 2006

Please submit your interests along with 3 work related letters of reference to:

**Little Red River Cree Nation
P.O. Box 30
John Dor Prairie Alberta
T0H 3X0
Attention: Brian Davidson
Email: bedavidson@shaw.ca**