

# CONFEDERACY OF TREATY NO. 6 FIRST NATIONS

SUB - OFFICE:  
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## **Financial Controller**

### **Overview**

The Confederacy of Treaty No. 6 First Nations (CTSFN) is a non-profit Political and Treaty Organization (PTO) that has been mandated by the Chiefs and Elders of Treaty No. 6 to advocate, protect, and enhance Treaty rights by monitoring legislation and policies that affect Treaty rights. CTSFN currently requires a highly motivated Financial Controller to ensure financial accountability in accordance with Generally Accepted Accounting Principles (GAAP) utilizing Sage accounting. This position reports directly to the Executive Director and provides regular financial reporting to the Assembly of Treaty Six Chiefs.

### **Requirements**

1. Prepare monthly financial statements showing itemized receipts and disbursements, the standing of all accounts, identify any deviation from projected results with reasons for such deviations, provide recommendations to deal with such deviations, adhering to Generally Accepted Accounting Principles (GAAP).
2. Prepare financial statements as required by funding institutions, contribution agreements, contracts, or as a result of any other financial commitments incurred by CTSFN.
3. Liaise and maintain a positive working relationship with funding agencies, i.e., Indigenous Services Canada, Health Canada, and Government of Alberta.
4. Provide timely financial reports to the Executive Director, Grand Chief, and the Assembly of Treaty Six Chiefs on the financial status of CTSFN, including its special funding arrangements, contracts, contribution agreements, etc., and ensure the financial records are suited for a 'clean' annual audit.
5. Prepares for and assists the auditor with the audit, adhering to Generally Accepted Auditing Standards (GAAS). Presents the annual audit to the Assembly of Treaty Six Chiefs at the Annual General Meeting (AGM) and provides information and clarity pertaining to the annual audited financial statements.
6. Provides all payroll services for CTSFN, including full-time employees, contract employees, temporary, and part-time staff. This includes preparing the annual T4's for distribution to the employees and submission to CRA.
7. Files, calculates, prepares, and submits on a timely basis all Revenue Canada remittances (CPP, EI, and income tax), employee benefit premiums, pension contributions, employee bond purchases (if any), any other payroll deductions. Prepares all necessary termination

documentation (Record of Employment, pension termination, etc.) when an employee terminates their employment with CTSFN.

8. Updates the Financial Policies and guidelines as required to ensure compliance with current standards. Assists with the development and updating of Personnel Policies and Procedures, as required, in collaboration with the Executive Director and staff of CTSFN.
9. Prepares the annual budget in cooperation with the Executive Director.
10. Maintains an accurate list of fixed assets for insurance purposes and inventory/purchases control.
11. Purchases fixed assets, office supplies, etc. as needed and ensures that prices are within budget.
12. Maintains control of purchases, expenditures, sponsorship requests, etc., and makes recommendations to the Executive Director as needed.
13. Manages and coordinates IT requirements for the CTSFN office, in collaboration with the Executive Director.
14. Performs other related duties as directed by the Executive Director from time to time.

### **Qualifications**

1. Minimum education will include one or more of the following:
  - a) Entering the 2-year graduate level of the CPA program; completion of a university degree such as BBA or BCom; college diploma program in accounting, bookkeeping, or related field; in addition to several years of experience in the accounting field.
  - b) Several years of experience at a senior accounting level in a moderately sized organization with specific experience in budgeting and computerized accounting systems.
  - c) Experience in working with First Nation Leadership, and Federal and Provincial agencies.
2. Superior interpersonal, oral, and written skills, with an ability to put complex accounting concepts into easily understood language for non-accounting people is an asset.
3. Clear Criminal Records and CWIS check.
4. Ability to work under pressure and balance multiple priorities with discretion.
5. Valid driver's license, reliable transportation, and ability to travel overnight as necessary.
6. Ability to speak Cree, Dene, Nakota Sioux, or Saulteaux language will be a definite asset.

### **Competition will remain open until March 19, 2021**

Please Submit: **COVER LETTER, RESUME, AND THREE REFERENCES TO:**

Chief of Staff, Gina Potts  
Email to: [cos@treatysix.org](mailto:cos@treatysix.org)  
Phone Inquiries: 780-944-0334  
Fax Resumes to: 780-944-0346

**ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED**