



Charter Community of K'asho Got'ine

P.O Box 80 Fort Good Hope, N.T, X0E 0H0

Phone: (867) 598-2231 Fax: 1 (867) 598-2024

Employment Opportunity

Director of Finance

The K'asho Got'ine Charter Community Council is seeking a highly motivated and experienced individual who is capable of working independently as the Director of Finance. The Director of Finance reports directly to the SAO and is responsible for managing financial statements, maintaining cash controls, managing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. The Director of Finance must work within the Financial Management Act, Charter Community Policies and Procedures and in compliance with all Territorial Acts and Legislations.

Duties and Responsibilities:

- Administer and monitor the financial system in order to ensure that the municipal and band finances are maintained in an accurate and timely manner;
- Oversee the accounts payable and accounts receivable system in order to ensure complete and accurate records of all moneys;
- Manage employee files and records in order to ensure accurate payment of benefits and allowances;
- Manage the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner;
- Have authority to re-allocate funds between programs, activities and budgets;
- Make monthly financial reports to Chief & Council;
- Attend meetings of Council as required in the capacity of Finance Officer;
- Provide efficient and effective office management;
- Monitor funding contribution agreements for Council; and
- Perform other related duties as required and outlined in the full job description

Qualifications:

- Diploma in Accounting or Business Administration and/or completion of second level of a recognized accounting program combined with related financial experience
- Strong accounting system knowledge, manage and operate accounts
- Proficient knowledge in computerized financial system
- Proficient knowledge in accounts payable and accounts receivables
- Proficient knowledge in generally accepted accounting principles
- Proficient knowledge in preparation of financial statements
- Proficient knowledge in administration of employee benefits
- Proficient knowledge in payroll systems and reporting
- Understanding of relevant municipal legislation, policies and procedures
- Understanding of the northern cultural and political environment.

SALARY: NEGOTIABLE/BASED ON QUALIFICATION

OPEN UNTIL FILLED

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

PLEASE SUBMIT YOUR RESUME, COVER LETTER, LIST OF REFERENCES, AND CRIMINAL RECORD CHECK TO: hr@fortgoodhope.ca OR mail it to Laurent Lennie, Employment Officer