



COWESSESS FIRST NATIONS #73 CHIEF RED BEAR CHILDREN'S LODGE

Financial Coordinator

Building Framework for a Better Future

Change is on the horizon! Through the organization Chief Red Bear Children's Lodge (the Lodge), Cowessess First Nation (CFN) is the first Indigenous community in Canada to assert its jurisdiction over child welfare and family services under the Bill-C92 Canada Act. The Lodge is currently developing its operations, in accordance with the Miyo Pimatisowin Act, that will provide support for its children and families that is rooted in traditional Indigenous values and cultural practices.

Chief Red Bear Children's Lodge offers competitive salary packages, benefits, team-oriented work culture, flexible work hours and professional development opportunities that promote growth within the organization. We are a new organization leading positive change within Cowessess First Nation, Saskatchewan, and Canada as a whole. Each of our employees will become a part of Canadian history as we work to redefine governance for First Nations.

Summary

Salary Range: \$50,000-\$56,275 per year

Hours: Permanent Full-Time; 40 hours/week, Monday-Friday (Flexible Schedule)

Location: Chief Red Bear Children's Lodge, working between Cowessess First Nation and Regina, with some flexibility to work remotely.

Direct Supervisor: Chief Executive Officer

Department: Finance

Job Description

Reporting to the Chief Executive Officer (CEO), the Financial Coordinator oversees, coordinates and administers the financial records, systems, and processes and all related financial administration. The Financial Coordinator will also support staff in navigating finance-related duties and contribute to training within the cultural strategy of the Lodge.

The Financial Coordinator must be:

- Passionate about creating change and advocating for children.
- Calculated, willing to contribute to development while remaining accountable to the expectations of the role.
- Open to having honest conversations, even when it can be difficult.
- A problem solver and analytical thinker, who can adapt to changing priorities.

- An emerging leader who is interested in refining their skills and willing to lead development initiatives for a growing department.
- Knowledgeable about general accounting practices and governing rules & regulations of accounting.

Core Responsibilities

Financial Duties

- Perform daily financial practices, including general accounting, bookkeeping, payroll, benefits administration, banking and insurance.
- Manage accounts receivable and payable, performing debt collection as needed.
- Summarize financial transactions and prepare monthly submissions for accounting and monthly remittances.
- Assist in preparation of year-end audit, collaborating with auditors as necessary.
- Prepare and file tax documents.
- Verify systems and processes in place, recommending changes whenever necessary.
- Ensure compliance with local, provincial, and federal budgetary reporting requirements.
- At the direction of the CEO or contracted professionals, coordinate the approval and processing of budgets, revenue, expenditure, procurement and risk management, account maintenance and data entry.
- Coordinate with contracted professionals in the preparation of financial statements, financial reports, special analyses, and information reports, manage cash flow and forecasting.
- Assist in developing and implementing finance, accounting, billing, and auditing procedures as needed.
- Any other finance-related duties as may be required by the CEO or contracted professionals.

Administrative Duties

- Manage all data collected by the finance department, establishing and maintaining records management systems as required.
- Assist in the development, revision and implementation of financial policies.
- Assist in training employees of all levels in performing finance-related tasks, maintaining quality control for related documentation submitted to the Finance Department.

Leadership

- Provide adequate support to Finance Team.
- Interact with managers and executives to provide support to planning initiatives through financial insight, reports, and recommendations.
- Assist in recruitment, training and supervision of department staff as directed by the CEO.

Qualifications

Education and Experience

- A relevant Diploma or Degree with 3-5 years of related experience.
- Proficiency in Microsoft Office programs and accounting software.
- Experience with budgeting, accounting, payroll and reporting procedures.
- Strong working knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of provincial and federal accounting laws and regulations.

Skills & Abilities

- Excellent organizational skills.
- Team player who is also able to work independently.
- Consistent analytical skills, problem solver.
- Ability to work under pressure and adhere to tight deadlines.
- Effective communication skills.
- Strong reporting skills

Work Conditions

- Travel required, with the ability to attend public gatherings and conduct presentations.
- Manual dexterity required to use computer and peripherals.
- Overtime may be required, subject to prior approval by the Direct Supervisor.

Benefits

(see Permanent Full-Time Benefits Summary)

- Standard Employee Benefits including Health & Dental
- Pension Plan with matched contributions from the Lodge
- Earned Days Off (EDOs)
- Flexible work schedule
- Potential remote work
- Pet-friendly environment