



“TOGETHER WE WILL CONTINUE TO BUILD A STRONG MÉTIS NATION”

Finance Manager

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a Finance Manager. Reporting to the Director of Finance, this role is responsible for managing all financial activities related to accounts payable, accounts receivable, and payroll for the MNA.

RESPONSIBILITIES

- Ensure all financial activities are carried out in an efficient and cost effective manner;
- Implement and be responsible for budgeting cycle;
- Provide cost reporting and budget tracking to senior leadership team;
- Adhere to and develop as needed accounting standards, policies, and procedures for approval;
- Reconcile all balance sheet accounts and produce monthly financial statements;
- Perform day to day financial activities for AR, AP, and payroll as needed;
- Ability to assist Directors and Managers of programs to develop annual forecasts and budgets; and
- Provide support for all other corporate duties as assigned.

SKILLS & KNOWLEDGE

This position requires an advanced knowledge in the areas of finance, accounting, and bookkeeping. Tact, diplomacy, and a commitment to teamwork are required in dealing with colleagues in an everyday working environment. Other necessary competencies include:

- Superior organizational and administrative skills;
- Demonstrated ability to think, act, and speak strategically;
- Excellent interpersonal skills, including the ability to convey messages to different audiences;
- Knowledge of Métis culture and history are assets;
- High level of proficiency with spreadsheets and SAGE 300 (ACCPAC);
- Ability to produce professional documents, reports, and presentations; and
- Demonstrated ability to deal with confidential information.

EXPERIENCE

A minimum 3 years of recent accounting experience. Current working knowledge of SAGE 300 (ACCPAC).

EDUCATION

Degree in Business Administration, Commerce or Financial Management. Must hold a recognized accounting designation.

Closing Date: August 28st, 2017

Submit your resume to:

Métis Nation of Alberta
#100, 11738 Kingsway Avenue,
Edmonton, Alberta, T5G 0X5
E-mail: employment@metis.org

The Métis Nation of Alberta thanks all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please.