

**ELIZABETH METIS SETTLEMENT
JOB DESCRIPTION**

POSITION DESCRIPTION: Finance Director
REPORTS TO: ADMINISTRATOR
TERM: Full-time

POSITION SUMMARY:

This position is a managerial position and is responsible for maintaining and/or improving the financial management systems that are established by the Settlement. This position will act as advisor to Council, and the Administrator, to ensure that a corporate plan is developed, annual budgets are prepared, monitored and controlled.

DUTIES:

Assists in the development of long term corporate financial plan which will address revenue and expenditure trends and capital investments.

Assists and coordinates the development of annual budgets in accordance with the corporate plan.

Prepares annual financial statements for the Settlement and its entities, in preparation for the audit.

Ensures that any surplus funds are invested to gain a maximum rate of return at maximum risk, and reports the revenue being earned on these investments.

Responsible for ensuring that each department follows up on all grant and program applications and funding to ensure that the Settlement obtains a fair share of government funding.

Ensures that the departments account for grants and program funding.

Ensures the appropriate expenditure of funds within the guidelines of the Budget Bylaw, and Financial Administration Policy and advises on any discrepancies.

Responsible for depositing all revenues in a timely manner.

Ensures that revenues are posted to proper account codes.

Ensures that all Purchase Orders are posted to the proper accounts.

Ensures that all A/P and A/R are paid invoices in a timely manner to avoid service charges.

Develops and maintains any policies or procedures that are required to improve the efficiency of that department.

Ensures that monthly financial statements are accurate and produced on a monthly basis.

Monitors compliance with the Settlement's Financial Administration Policy/Bylaw.

Directs and supervises staff within the finance department.

Assists with audit related activities.

Any other related duties as required by Council.

Adheres to all Settlement policies and procedures.

Responsible for maintaining the confidentiality of information or documents including the responsibility for ensuring that such information or documents are not directly or indirectly made available to unauthorized persons.

Responsible for attending all Settlement General Meetings.

Any other duties assigned by the Administrator.

Preferred skills and Qualifications:

Certification in Finance

Experience in financial leadership.

Experience in cost accounting, budgeting, and financial analysis.

Strong knowledge of financial principles, and accounting standards.

Ability to drive financial performance and manage budgets.

Knowledge in the Metis Settlements Act.

Ability to work collaboratively with cross-functional teams and executive management.

Proficiency in financial modelling, forecasting, and strategic financial planning.

Excellent written and verbal communication skills.

Proficiency with Microsoft computer applications.

If you are interested, please submit your resume and cover letter to the Administrator at the Elizabeth Metis Settlement Administration Office, deadline for submission ____ October 28, 2025 _____.

WE WOULD LIKE TO THANK ALL APPLICANTS FOR SUBMITTING THEIR RESUMES, HOWEVER ONLY QUALIFIED INDIVIDUALS WILL BE ELECTED FOR AN INTERVIEW.