



## **Paqtnkek Mi'kmaq Nation**

### **Chief Financial Officer (CFO)**

Afton Station (Antigonish County), Nova Scotia

Do you want to make real change, helping to build a sustainable future for generations to come?

Paqtnkek Mi'kmaq Nation is searching for an experienced Chief Financial Officer (CFO) to join their senior management team. Providing leadership and oversight to the finance department, the CFO will oversee day-to-day financial management and reporting, lead the implementation of short- and long-term financial strategies, and provide support and advice to the CEO, Chief and Council to guide the community's strategic and operational plans and economic development initiatives.

Established in 1820, Paqtnkek Mi'kmaq Nation is a Mi'kmaq Band situated in the north-eastern region of Nova Scotia, 24km east of Antigonish. The Community inhabits a reserve known as Paqtnkek-Niktuek 23 with a registered population of approximately 614 residents. The word "Paqtnkek", meaning "by the bay", emphasizes the importance of the local bay and its resources to the Mi'kmaq people. Historically, the Mi'kmaq of Paqtnkek have lived by the bay in a harmonious manner, respecting the local environment and honouring their passion for their centuries-old culture. Time-honoured traditions of the past continue to stand strong within the community as Paqtnkek community members work to revitalize their culture and language among their people.

With a strong focus on community development, advancement, and resiliency, Paqtnkek is committed to preserving their way of life and obtaining optimal self-governance. As a key advisor to the Band, the CFO will work collaboratively with the CEO and Chief and Council to serve the community through operational excellence.

### **Responsibilities**

Reporting to the Chief Executive Officer (CEO), the CFO is responsible for directing the financial affairs of Paqtnkek Mi'kmaq Nation and its entities. In this key role, the CFO will serve as a principal advisor to Chief and Council, ensuring that the organization has a long- range financial strategy that supports Paqtnkek Mi'kmaq Nation in achieving its mission, and meeting its strategic objectives. The CFO will be responsible for overseeing the full breadth of Paqtnkek's financial functions, including day-to-day accounting processes, while working collaboratively with senior management to support community and economic business development. Specific responsibilities include, but are not limited to:

- Ensure day-to-day operations of the community are efficiently and cost-effectively implemented in a manner consistent with the community's strategic plan, approved business plans, budgets, and requirements of funding agencies
- Provide management, leadership and oversight to the Band's finance department including the Finance Officer, Accounts Payable, and Payroll/Accounts Receivable, fostering a culture of excellence and accountability
- Oversee monthly, quarterly and annual financial reporting, including presenting reports and analysis to Chief and Council, while ensuring all financial and non-financial reporting requirements are met in a timely and accurate manner
- Lead annual budgeting and planning processes in collaboration with CEO, Chief and Council and department managers
- Oversee cash, investments and asset management, while coordinating the community's banking relationship and managing finance activities, including prudent cash management while monitoring cash flow projections regularly while completing community demands
- Support the development of community plans and strategies, including operational plans to realize success
- Collaborate with Chief and Council, CEO, and department managers to develop and implement financial strategies aligned with community goals
- Develop and implement key business processes determined to help ensure efficiency throughout the organization and its related business ventures



- Serve as a principal advisor to assist and make recommendations to the organization, its legal entities and financial management systems
- Establish key relationships with lending and financial institutions, government funders, and other financial partners to enhance the Band's financial positioning
- Develop, enhance, implement and maintain administrative and financial policies and procedures in line with laws, regulations, and requirements
- Ensure that contractual agreements that impact policy and/or financial initiatives are reviewed and are in line with the interest of the community
- Advise senior leadership on financial risks and opportunities for the community
- Implement, maintain and enhance internal controls and safeguards
- Liaise with and support auditors, including preparation of consolidated year-end financial reports in order to ensure efficiency and accuracy during year-end audits
- Provide project management support for new capital projects on behalf of the Band
- Assist department directors and managers and business entities in day-to-day financial decision-making
- Participate in due diligence activities related to potential business acquisitions, divestures, or new economic development partnerships, including leading the integration activities with respect to finance
- Provide additional financial support as required or requested by CEO and/or Chief and Council

#### **Qualifications, Skills, and Experience**

- Undergraduate degree in Business Administration or Commerce (or similar) with a major in Accounting or Finance
- Successful completion of a professional accounting designation (CPA) or Certified Aboriginal Finance Manager (CAFM) designation, considered a strong asset
- Minimum 2 years' post-designation (or 5+ years without designation) experience in a progressively senior financial leadership capacity, preferably within a First Nations or Indigenous organization
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and financial management procedures
- Broad understanding of First Nations governance
- Strong understanding of government funding programs, compliance requirements, funding mechanisms and financial structures specific to First Nations or Indigenous communities
- Excellent technology skills including proficiency in various accounting and management systems (including Microsoft Suites; Excel, Outlook, PowerPoint, Word)
- Knowledge of federal, provincial, and territorial legislation applicable to First Nation communities
- Comprehensive knowledge of full-cycle accounting, budgeting and forecasting,
- Strong communication and interpersonal skills with the ability to work effectively with a wide range of constituencies in a diverse environment
- Ability to empower, manage and lead a team towards operational excellence
- Possesses cultural awareness and sensitivity and demonstrates sound work ethics

The ideal candidate will bring a unique blend of qualifications and experience in financial management within a First Nations setting. The successful leader will be highly motivated to work both tactically and strategically with the CEO, Chief and Council, and department managers to support the community in achieving financial growth and operational excellence.

Qualified applicants are asked to submit their resume and cover letter via email to [ClientApplications@ca.gt.com](mailto:ClientApplications@ca.gt.com), citing "CFO – Paqtneke Mi'kmaq Nation" in the subject line, no later than February 23, 2024. We appreciate all interest in this position; however, only the candidates selected for interview will be contacted. No phone calls please.



Paqtnekek Mi'kmaq Nation is an equal opportunity employer and reserves the right to hire a qualified candidate of Indigenous descent if all other qualifications remain equal.