

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Financial Services Coordinator

#### About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Finance and Administration is currently looking for a motivated and knowledgeable candidate to fill the role of **Financial Services Coordinator**.

#### Position Overview

Under the direction of and reporting to the Financial Services Manager (Controller), the **Financial Services Coordinator** plays a crucial role in ensuring accurate financial transaction recording and efficient capture of financial information. The Financial Services Coordinator will provide support in maintaining and improving the financial accountability framework of the CMM and affiliated entities, as well as assisting with annual budgets, annual audit preparation, funding agreements, and quarterly reports.

#### Overview of Responsibilities:

- Provide support to the Financial Services Manager (Controller) in analyzing and assessing the financial position of The CMM and all departments, projects, and affiliates.
- Assist in the preparation of financial reports for funders, Board of Directors, Senior Management as outlined within the funding requirements and Financial Policy.
- Support the Controller in the annual audit preparation and work with auditors.
- Ensure Standard Operating Procedures (SOPs) and Financial Policies are followed.
- Approve payments, and deposits if required.
- Assist in training staff on Financial Policies and work with the management team to ensure policies are being followed.
- Assist in the preparation of financial statements and forecasts as required.
- Updating Financial Processes to meet operational risks in today's realities.
- Attend meetings as required and/or requested by the Director of Finance & Administration
- Continually seeking education and training to remain culturally responsible and sensitive to the needs of client(s).

#### Position Requirements:

- College Diploma or University Degree, with concentration in Accounting, Financial Management, or other related discipline.
- CPA designation or nearing completion.
- Minimum of 2 years working experience in accounting, and year-end audit preparation.
- Ability to manage multiple lines of business, including the balance of working with the needs and requirements of many stakeholders.
- Ability to work effectively with other departments, levels of government, industry and the public.

- Demonstrated ability to work as leader on multi-discipline teams, or independently, and meet deadlines.
- Excellent communication skills, written and spoken.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.) and accounting software (Sage, etc.).
- Excellent communication skills – both written and oral.
- Able to work unsupervised with a high level of productivity and accuracy.
- Ability to manage time and various activities effectively and efficiently.
- Proven problem-solving skills and interpersonal skills.
- Ability to work efficiently in an open-office and team environment.

### Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is an organization which is committed to providing exceptional work/life balance to its employees. **As such, we are currently testing a four-day work week. Staff who qualify work 28 hours per week but are paid for 35 hours. We also offer flexible daily start and end time.**

(\*This test will continue until further notice and may be adjusted to meet organizational needs as required.)

In addition, as a full-time employee you can expect:

- An atmosphere that is a great mix of fun and professionalism, and deeply family oriented.
- Enrollment in the organization's benefits packages **on your first day** of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP), Health Spending Account, etc.
- Day 1 enrollment with Employer matched pension plan.
- Generous amounts of **time off** including:
  - Statutory Holidays *plus* St. Anne's Day and Aboriginal Day (15 total)
  - Paid Summer Break (2 weeks),
  - Paid Christmas Break (2 weeks)
  - Minimum of 1 week additional/discretionary vacation time (up to 2 weeks with 10 years of service).
  - Paid Family Days to support family members during illness, for appointments, etc.
- Social Committee activities including 2 Staff Days, Staff Knowledge Days, etc.

**If you would like to join The CMM Family, please see below on how to apply for this position.**

### Salary/Employment Term:

Salary: **\$50,000 to \$65,000** per year (depending on education and experience). This is a Permanent Position (pending successful one-year probationary contract).

**Application Deadline: January 10, 2025**

Submit Cover Letter AND Resume to:

Human Resources  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto:HR@cmmns.com)

We are an equal opportunity employer; however, **qualified First Nations applicants are given priority** in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

**Only those applicants who provide an up-to-date CV along with a COVER LETTER and qualify for an interview will be contacted.**

**Applicants must provide proof of CURRENT Canadian Citizenship or Permanent Residency.**