



JOB POSTING: Finance Manager

Glooscap First Nation/Glooscap Ventures, Hantsport, Nova Scotia

37.5 hours per week – Monday to Friday – full-time

Salary range: \$70,000 - \$85,000 per year

Pension/Group Insurance Benefits and potential work from home on Friday.

Come and join a great team! Glooscap's Finance team is seeking a **Finance Manager**. This is a new position reporting directly to the Chief Financial Officer and the successful candidate will be responsible for managing the day-to-day financial operations, including budgeting, cash flow management and financial reporting. The Finance Manager will work with all levels of management, and cross functional teams, and be an integral part of the Finance Team.

Essential Duties and Functions:

- Managing the day-to-day operational management of the Glooscap First Nation and Glooscap Ventures financial administration systems;
- Ensuring compliance with ISC funding agreements and the effective management of NFR grants;
- Maintaining accurate financial records, managing the General Ledger, and overseeing financial transactions;
- Preparing financial reports for stakeholders, with a focus on the specific needs of non-profit entities;
- Providing supervision for the finance team (hiring, employee evaluations, staff development);
- Ensuring requests for payments are accompanied by supporting documentation and are in accordance with budget, financial signing authorities, or other specific limitations;
- Maintaining a positive working relationship with staff at Glooscap businesses including but not limited to Yarmouth Bar Fisheries, Seakist Lobster, Corner Store, Gaming Centres and Sweetgrass Convenience.
- Responsible for ensuring month-end is closed on time - performing income statement and balance sheet reviews, and preparing month-end variance reports
- Assist in managing the year-end external audit and facilitate requests for any information required by the external auditor.
- Assist in developing the budget for operating and capital project plans, reporting and recording of tangible capital assets, developing internal controls and processes, monitor revenues and expenses;
- Preparing quarterly capital forecasts;
- Oversee the weekly cheque run process – direct accounting staff on invoices to pay, prepare cashflow analyses as needed;
- Oversee payroll processes and approve payroll on a weekly basis;
- Monitoring all related party transactions between the various Glooscap funds/companies. This includes reconciling related party transactions on a monthly basis and following up to ensure payments are made;
- Assist with development of accounting policies and procedures in consultation with the CFO;
- Assist in preparing long-term debt financing proposals in consultation with the CFO for any capital projects that require debt;
- Assist CFO with ad-hoc projects;



The successful candidate will have:

- Minimum of 5 years' experience required.
- Chartered Professional Accountant (CPA) designation required.
- In-depth understanding of Indigenous Services Canada (ISC) funding agreements and the associated requirements a strong asset.
- Expertise in managing Non-Financial Reporting (NFR) grants, ensuring compliance and optimization.
- Proficient in General Ledger (GL) management, cash management, and fundamental accounting principles (debits and credits).
- Solid foundation in financial reporting and accounting for non-profit entities (PSAS), ensuring transparency and accountability.

If you have any questions, or to apply, please submit your resume by email to vpearson@glooscapfirstnation.com. Please include your salary expectations in your application.

Application deadline is: **Monday February 3rd, 2025 – 12 pm**

*All candidates are thanked for their application however only those invited for interview will be contacted.
Preference will be given to Indigenous candidates where all other things are equal.*