Mississaugas of the Credit Business Corporation

Employment Opportunity

Manager, Finance & Administration

The Role
Reporting to the Chief Executive Officer, the Manager of Finance and Administration (the Manager) is entrusted with overall responsibility for the financial management, planning and strategy needs of the Mississaugas of the Credit Business Corporation (MCBC). While the Manager’s primary responsibility is the financial administration of MCBC and any subsidiaries, the Manager also has key leadership responsibilities in the growth and development of the corporation.

Education and Experience
The ideal candidate will hold an active professional designation (CPA or CAFM) and have a combination of relevant post-secondary education and corporate experience. Preference will be provided to candidates with a minimum of five years experience working in a financial management role for a First Nation’s economic development corporation and a direct understanding of community governance, history, culture, and traditions of the Mississaugas of the Credit First Nation.

Terms of Employment
The successful candidate will work on a full time and permanent basis. This position is based at the corporate office of MCBC in New Credit, Ontario (on the territory of Mississaugas of the Credit First Nation, south of Hamilton and east of Brantford, Ontario). MCBC will offer the successful candidate a competitive salary and benefits package. The Manager will be required to work overtime on an occasional basis.

Please submit your cover letter, resume, proof of educational qualifications, confirmation of your active professional designation, and three employment references no later than 4PM on Friday, June 19, 2020 to:

Mississaugas of the Credit Business Corporation
Attention: Manager Finance & Administration Recruitment
78 1st Line, Unit 203
Hagersville, ON
N0A 1H0

Alternatively candidates may also submit by email to alaforme@mncbc.ca.

Miigwech to all who apply, only those candidates selected for an interview will be contacted.
MANAGER OF FINANCE & ADMINISTRATION
MISSISSAUGAS OF THE CREDIT BUSINESS CORPORATION

Summary
The Manager of Finance and Administration (the Manager) is entrusted with overall responsibility for the financial management, planning and strategy needs of the Mississaugas of the Credit Business Corporation (MCBC). While the Manager’s primary responsibility is the financial administration of MCBC and any subsidiaries, the Manager also has key leadership responsibilities in the growth and development of the corporation.

Reporting
The Manager of Finance and Administration reports to the Chief Executive Officer.

Work Location
This position is based at the corporate office of MCBC in New Credit, Ontario (on the territory of Mississaugas of the Credit First Nation, south of Hamilton and east of Brantford, Ontario).

Essential Duties and Responsibilities
The Manager:

1. Holds responsibility for the financial management of the Corporation, including, but not limited to:
   a. Developing, negotiating, and planning for all leases, contracts, capital expenditures, and other financial commitments.
   b. Preparing monthly and quarterly financial statements and cash flow projections for use by management and external stakeholders, including the annual audited financial statements in conjunction with the outside auditors.
   c. Presenting the financial results of the organization to the Board of Directors from time to time.
   d. Ensuring compliance with local, provincial, and corporate filings/reporting requirements.
   e. Developing and implementing financial policies, systems and procedures, and monitor compliance.
   f. Leading, managing, and delivering the full range of controllership and financial activities, including budgeting, job costing, capital accounting, analyses, accounts receivable and payable, payroll activities, preparation of audit papers and a variety of financial reporting.
   g. Preparing the journal entries, reconciliations, financial statements, estimates, summaries and carry out a wide variety of financial analyses.
   h. Ensuring the timely and accurate preparation of month and year-end adjusting, correcting, recurring, accrual and prepaid journal entries, bank reconciliations, audit working papers and financial statements.
   i. Providing information and advice to the Senior Leadership Team on strengthening internal controls and compliance.
   j. Overseeing and managing the relationship with the external auditors.

2. Leads the financial contribution to the corporate strategic plan and work plans necessary to achieve the MCBC’s growth objectives within the vision, mission and values of the corporation.

3. Develops and reports on key performance indicators for measuring the financial and operating performance of the Corporation and any affiliated entities.
Mississaugas of the Credit Business Corporation

4. Leads the financial contribution in the development and evaluation of business cases, as well as the financial parameters for transaction negotiations and investment opportunities, including managing the relationship with financial advisory firms.

5. Oversees the day-to-day financial operations of MCBC and proactively keeps the CEO informed of critical matters requiring their attention.

6. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the Corporation’s financial goals and objectives.

7. Fosters and cultivates key stakeholder relationships, as required, including the financial lead of MCBC’s shareholder, and serve as a key financial contact for external parties, including auditors, banks, as well as taxation and financial advisors.

8. Contributes to the health and safety of all employees and guests of MCBC.

9. Other duties as necessary.

Additional Skills and Responsibilities

1. A strong work ethic with a focus on accuracy and attention to detail.
2. The ability to perform well under pressure and to assess and prioritize workload.
3. Ability to assign, direct and prioritize tasks for efficient and effective functioning of personnel.
4. Must have ability to provide information, direction, and assistance, while maintaining a friendly, courteous, and cooperative disposition.
5. Must maintain a close working relationship with key stakeholders, including but not limited to, the Mississaugas of the Credit First Nation, financial institutions, consultants, government departments and agencies, and other agencies.
6. Proactive leadership, with the ability to problem solve and anticipate needs.
7. Demonstrated professionalism and an understanding of the importance of confidentiality.
8. Experience supervising and managing employees while contributing to a positive team spirit.
9. Ability to embrace and champion change.
10. Reliable and able to work independently.
11. Ability to work in an entrepreneurial environment.
12. Ability to handle members of the public with tact, discretion, and a pleasing manner.

Education and Experience

Minimum Requirements:

1. Undergraduate or graduate post-secondary degree in Accounting, Finance, or Business Administration.
2. Current Designation as a Chartered Professional Accounting (CPA), Certified Management Accountant (CMA), Certified General Accountant (CGA) or Certified Aboriginal Financial Manager (CAFM).
3. Minimum five (5) years of experience in senior-level finance or accounting leadership position.
4. Extensive knowledge of best practice in the areas of finance, accounting, budgeting, and cost control principles and use of applicable software applications.
5. Excellent accounting skills with practical knowledge and application of IFRS and GAAP, including experience with integrated accounting applications and other accounting software required.
6. Ability to analyze financial data and prepare financial reports, statements and projections.
7. Extensive experience in developing business cases and marshalling their development through necessary approvals.
8. Experience working with and supporting the requirements of a board of directors and its committees in a for-profit environment preferred.
9. Relevant experience working with Indigenous organizations preferred.
10. Work requires professional written and verbal communication and interpersonal skills.
11. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
12. Ability to participate in and facilitate group meetings.
13. Must demonstrate high level of initiative, self-direction and ability to work independently.
14. Ability to plan, organize, prioritize, analyze, conceptualize and assign tasks, manage personnel.
15. Must be bondable and pass a police background check.
16. Flexible (extra hours may be required on occasion).

**Additional Considerations**

**IMPACT OF ERROR**

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to MCBC.

**CULTURE**

The purpose of MCBC is to create economic benefits, employment for community members and generate wealth for the Mississaugas of the Credit First Nation (MCFN). MCBC will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the MCFN.