



## EMPLOYMENT OPPORTUNITY

Assembly of First Nations

Controller

Refer to competition number 2018-FIN-01

Internal/External Competition

**Description:** The Assembly of First Nations (AFN) is seeking a highly skilled individual who will hold the responsibility for managing the overall financial operations of Assembly of First Nations, and will provide accurate information to the Chief Financial Officer including analysis, budgeting, forecasting and preparing financial reports.

The Controller will be responsible for directing and managing the AFNs accounting functions, including establishing and maintaining accounting principles, practices, and procedures as well as the preparation of financial statements and reporting to top management and externally. The Controller also maintains the AFN's accounting systems and implements changes as required.

**Who Can Apply:** Persons of First Nations ancestry only may apply (s. 16(1) *CHRA*). Applicants must possess:

- Post graduate degree in Finance, Economics or a related field of study, CPA accreditation and 3 to 5 years of directly relevant senior experience, or equivalent combination of education and experience may be considered. Holding the Certified Aboriginal Financial Manager (CAFM) designation will be considered an asset.
- Extensive experience and knowledge of all aspects of corporate accounting and financial management.
- Thorough knowledge of all relevant Federal, Provincial and local requirements regarding financial records, pension, and the like is essential.
- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities
- A minimum of 3 years' experience with First Nations politics and policies
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting
- Skill in examining, developing, reengineering, and recommending financial policies and procedures
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Demonstrated superior writing skills
- Demonstrated successful experience working with federal, provincial, territorial, northern, urban and international governments and officials
- Demonstrated superior interpersonal & negotiation skills, management ability, leadership, teamwork and judgement
- Diplomacy, tact and decision making ability
- Planning & organization skills

**Salary Range:** AFN offers competitive salaries, strong benefits and a pension plan

**Office Locations:** The AFN has two offices (Akwesasne and Ottawa). The finance unit is situated at the head office in Akwesasne however at times, this position would work at the Ottawa location. As required, travel between offices will be coordinated by AFN.

**Duration:** Term, Full-time

**Closing Date:** Open until filled

Individuals who feel they are qualified are invited to submit a covering letter clearly demonstrating how they meet the criteria (quoting the above reference number) along with a current resume, and three (3) work related references to:

Assembly of First Nations, Human Resources

55 Metcalfe Street, Suite 1600

Ottawa, Ontario K1P 6L5

FAX: (613) 241-5808

Email: [humanresources1@afn.ca](mailto:humanresources1@afn.ca)

No applications will be accepted beyond the closing deadline. Interviews will be held in Ottawa. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. AFN may cancel, postpone, or revise employment opportunities at anytime

15 Feb/2018