



EMPLOYMENT OPPORTUNITY – CONTROLLER
ENOCH CREE NATION FINANCE DEPARTMENT
OPEN COMPETITION

JOB PURPOSE: The Controller is accountable for the accounting operations of the Enoch Cree Nation, the production of financial statements and management reports according to generally accepted accounting principles, maintenance of accounting record and a comprehensive internal controls system and budgeting process.

SUMMARY OF JOB DUTIES:

- Maintain a documented system of accounting policies and procedures.
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Coordinate the accounting results of subsidiary corporations for ECN financial statement consolidations.
- Prepare the quarterly financial statements and annual audited financial statements according to the Financial Administration Law.
- Ensure that accounts payable is processed in a timely manner.
- Ensure that accounts receivable is collected promptly.
- Process payroll in a timely manner.
- Ensure that periodic bank reconciliations are completed.
- Ensure that required debt payments are made on time and monitor debt level and compliance with debt covenants.
- Maintain the chart of accounts.
- Maintain an orderly accounting filing system.
- Maintain a system of controls over accounting transactions.
- Assist the CFO to develop and recommend benchmarks and operating metrics against which to measure the performance of the Nation.
- Manage the production of the annual budget and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide monthly expense vs. budget reports for Divisional Leads and Department Managers.



- Coordinate the provisions of information to external auditors for the annual audit.
- Monitor debt level and compliance with debt covenants.
- Comply with local, state and federal government reporting requirements and tax filings.

REQUIREMENTS:

- Submit a clear Criminal Record check with cover letter and resume.
- Sign the ECN Confidentiality Agreement upon being hired.
- Familiarity with Xyntax First Nation Financial System or ability to learn and adapt to using new software quickly.

EDUCATION AND EXPERIENCE

- The Finance Controller should have a Bachelor's degree in accounting or equivalent business experience.
- 10+ years of progressively responsible experience for a major company or division of a large corporation.
- Preference will be given to candidates with a Certified Public Accountant designation.

WORKING CONDITIONS:

- Busy office environment, located at the Enoch Cree Nation Administration Building.
- Willingness to work flexible hours.
- Comply with all policies of the Nation.

WE OFFER:

- A comprehensive benefits package.

Closing Date: August 10, 2017
Interview Date: August 14 – 18, 2017
Start Date: Target – September 1, 2017

Please submit cover letters & resumes to **Human Resource Department**

Email: recruitment@enochnation.ca

*Fax: **780.470.0463***

*Phone: **780.470.4505** Ext: 2221*

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview