



Job Advertisement

Job Title: SENIOR FINANCE OFFICER **Reports to:** Director of Finance & Administration

The Saskatchewan Indigenous Cultural Centre (SICC) invites applications for the position of Senior Finance Officer. This is an exciting new position that is accountable for developing, directing and coordinating financial and accounting systems and programs for the purpose of asset control, risk management, budgetary planning, expenditure control and timely account reporting. The position has significant accountability and decision-making responsibility that will ensure the long-term sustainability of SICC.

Reporting to the Director of Finance and Administration, the Senior Finance Officer is a key member of the staff contributing to the goals and objectives of the SICC. The position provides leadership to staff and works with senior management to ensure a professional, team-oriented work environment that supports achieving SICC's goals, objectives and values. Ensures SICC's financial systems are efficient and up-to-date, and works to increase internal capacity to meet the strategic goals and direction.

Qualifications:

- Degree in Business Administration or Commerce or other related field of study
- 5 years of financial management experience, preferably with a non-profit organization
- A professional designation in accounting or financial management would be an asset, but not required
- Knowledge of and/or experience working in a First Nations institution is considered an asset
- Ability to speak and/or understand a First Nation language is a definite asset
- The successful candidate will complete a Criminal Record Check as a condition of employment

Knowledge, Skills and Abilities:

- Working knowledge of all aspects of financial management, accountability and modern comptrollership.
- Knowledge and understanding of effective financial management practices; including forecasting, negotiating financial requirements and revenue expectations, allocating budgets and targets, processing transactions, tracking and reporting financial accounts.
- Advanced knowledge and experience with various accounting principles and systems
- Ability to analyze and prepare financial statements and reports.
- Advanced experience with accounting and financial management software, specifically AccPac and Sage; advanced MS Excel skills.
- Strong analysis and decision-making skills; able to make decisions and provide recommendations despite frequent ambiguity.
- Strong business planning skills.
- Comfortable working in a high-paced environment with an emphasis on innovation and change.
- Able and willing to adapt and work with diverse individuals, clients, groups and stakeholders.
- Holds strong values: strong ethics; manages confidential and sensitive information; maintains high integrity; a leader and team player that contributes to a professional, high performing work environment.

Salary is commensurate with qualifications and related experience.

All interested individuals should forward a letter of interest addressing the qualifications for the position, a current resume or curriculum vitae and the names and contact information of three professional references no later than **February 8, 2018 at 5:00 pm.**

Please send your documentation to: Saskatchewan Indigenous Cultural Centre
305 - 2555 Grasswood Road East
Saskatoon, SK S7T 0K1

Or Email to: hr@sicc.sk.ca

We sincerely thank all those candidates who apply for their interest; however, only those selected for an interview will be contacted.