

Protecting Our Knowledge,  
Telling Our Stories,  
Strengthening Our Communities.

## The Alberta First Nations Information Governance Centre

**Job Title:** Chief Financial Officer

**Date:** November 22, 2018

**Competition Closure:** December 7, 2018 5:00 PM Mountain Standard Time

### Position Overview

The Chief Financial Officer (CFO) position encompasses a multitude of functions and responsibilities. The CFO will be responsible for the administrative, financial, and risk management operations within AFNIGC. This includes the development of a financial and operational strategies linked to measurements and the continued development and monitoring of control systems designed to preserve the organization's assets and financial accountability.

### Key Responsibilities:

#### *Oversight of Financial Information:*

1. Provide and/or oversee the distribution of financial information; and
2. Provide AFNIGC internal and external stakeholders with appropriate financial reporting.

#### *Oversight of Financial Operations:*

1. Oversee the organization's accounting and financial monitoring systems; and
2. Implement best practices, policies and controls for the organization's operations.

#### *Supporting Organizational Risk Management Activities:*

1. Identify potential risk factors for the organization and manage preventative actions; and
2. Design, implement and monitor financial controls within the organization;

#### *Supporting Organizational Funding Management:*

1. Monitor cash balances and cash forecasts for AFNIGC as a whole; and
2. Review and understand all types of funding agreements.

#### *Supporting Organizational Planning:*

1. Support the development of the organization's strategic initiatives; and
2. Develop performance measures that support the organization's strategic direction.

### Education and Experience:

- A Bachelor's Degree in business with a specialization in Accounting or Finance; possession of a Master's Degree in a related field is considered an asset
- Possess a Chartered Professional Accountant (CPA); and/or Chartered Accountant (CA); and/or Certified General Accountant (CGA) Designation.

### Work Experience and Knowledge

We are looking for a candidate who has excellent interpersonal skills and someone who is consistent, reliable with an attention to detail. The successful candidate will demonstrate an outstanding ability to think creatively, identify and resolve problems, pay attention to accuracy and effectively multi-task in a deadline driven atmosphere. Experience working with First Nation communities is critical to the success of the position. Please identify types of experience and/or connection to a First Nation community.

### Compensation:

Negotiable, based on education and experience as determined by the AFNIGC Employee Policy and Procedures

### Working Conditions:

Office Space will be located in Calgary, Alberta.

### How to Apply:

Please submit your cover letter and resume with contact information to:

Erin Solway, Executive Administration

Email: [erin.solway@afnigc.ca](mailto:erin.solway@afnigc.ca)

Fax: 403-294-0993 Phone: 403-539-5775

*PLEASE include "Chief Financial Officer" in the subject line.*