



Employment Opportunity Natoaganeg First Nation

Position Title: Assistant Comptroller

Program: Band Administration

Status: Full-time Permanent

Salary: Commensurate with education and experience

Hours of Work: Monday to Friday, 37.5 hours weekly

Location: 47 Church Road, Natoaganeg First Nation

The Position:

Reporting to the Comptroller, the Assistant Comptroller supports the financial well-being of Natoaganeg through the provision of accounting/bookkeeping services to ensure all financial accounts and records relevant to the administration of the Nation's programs, payroll and budget are prepared, processed and maintained in keeping with accounting principles, internal policies, legislation and reporting requirements.

Responsibilities:

- Prepares monthly, quarterly and annual financial reports and statements.
- Assist the Comptroller with preparing for audits, funding negotiations and board meetings.
- Responsible for filing, maintaining and securing the confidentiality of the Natoaganeg's financial records, in keeping with sound record management and accounting practices.
- Ensures all assets and liabilities; receipts and expenditures of the agency are recorded accurately.
- Safeguards the paper and digital financial data and records of the agency in keeping with legislative requirements.
- Provides oversight, guidance and direction to junior finance and payroll employees.
- Acts as the Comptroller in their absence.
- He/she will also perform other duties as required.

Qualification Requirements:

- Graduation from university with a relevant degree such as Business Administration or Commerce with a focus in accounting.
- Certification from a recognized accounting association such as CPA.

- A minimum of 3 years related experience.
- Good working knowledge and skill in relevant business systems such as Sage, Microsoft Office Suite, financial and data management systems.
- An equivalent combination of training and experience as accepted by a recognized accounting association for professional certification may also be considered.

Other required training, certification and /or conditions:

- A current Criminal Record Check
- Professional Certification

Competency Expectations, include but are not limited to:

- The ability to build strong working relationships with managers and employees through the implementation of effective communication and consultation strategies is essential.
- Demonstrated human relations skills and practices that includes a good understanding of and commitment to teamwork.
- The proven ability to effectively diffuse difficult people and /or situations.
- Well organized with strong attention to detail, is adept at utilizing monitoring strategies to keep abreast of task progress, meet deadlines and ensure the provision of quality service.
- Demonstrated ability to successfully manage multi-dimensional programs, activities and changing priorities while maintaining composure, efficiency and effectiveness.
- Proven ability to work autonomously with strong critical thinking, independent judgement, problem solving and decision-making skills.
- Extensive knowledge of applicable legislation, Provincial and Federal reporting requirements, financial management and accounting practices.
- Credibility and respect of others earned through personal integrity, strong work ethics and professional behaviors.

Natoaganag First Nation is committed to the success, health and wellbeing of its' employees, their families, and community members. It recognizes the importance of personal health and work-life balance and as such has implemented supporting incentives that include great work hours and a generous leave policy.

*Those interesting in applying are asked to submit a resume demonstrating possession of the required qualifications and competencies for the position. Please clearly reference competition 2025-BA-02 and forward to careers@natoaganegfirstnation.ca on or before **May 16th, 2025.***

While we thank all who have applied, only those asked for interview shall be contacted.