

Who We Are

The Ojibway’s of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation Is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and every day.

Summary of Position

The Manager, Financial Planning & Analysis is responsible for accounting and financial administration, ensuring that processes, reporting and documentation meet compliance standards and support operational efficiency, effectiveness and decision making. The incumbent partners with operational leaders to assist with capital planning, forecasting, budgeting and special projects by leveraging technical accounting knowledge and communication skills to enhance performance, planning and outcomes.

Key Duties and Responsibilities

- Assist in the annual operating and capital budgeting process and preparation of forecasts. Accomplishes this through activities that include engaging with department leads, facilitating completion and promoting adherence to timelines, procedures and standards.
- Manages completion of local, provincial, and federal government reporting requirements including oversight of Canada Revenue Agency filings by performing duties such as developing processes, reporting matrices, communicating timelines and partnering with operational areas to ensure roles are understood and facilitate completion.
- Prepare financial statements for internal and external stakeholders through duties that include partnering with operational leads to facilitate provision of information, conducting variance analysis, reporting packages and summary reports.
- Support development of a strong team in Finance by participating in activities such as hiring, orienting, training, and coaching of staff, building high performance and providing support and care to promote a positive work environment.
- Participate in year-end financial management with external auditors which includes providing working papers, information and ensuring audit issues are addressed and resolved.
- Identifies business risks and mitigation strategies in order to reduce any potential liability; does this by performing duties that include identifying analyzing process gaps, identifying discrepancies in information and data and collaborating with department leadership to find and implement solutions and controls.
- Promotes understanding and compliance within operating areas through fostering relationships with Directors and Managers, providing support, guidance and communication where accounting and financial skills and information are required.
- Ensures accuracy and availability of financial information by performing duties that include auditing financial transactions and preparing asset, liability, and capital account entries
- Protects BFN’s interests through accountabilities that include ensuring compliance with all statutory and legal requirements, preserving confidentiality of financial information and ensuring files and documentation are kept in accordance with public sector generally accepted accounting principles.

Qualifications and Experience

- Bachelor’s degree in relevant field such as Accounting, Business or Economics
- CPA or CFMA designation or progress toward designation completion is preferred
- Minimum of 3 years of relevant experience in accounting or finance preferably within an Indigenous setting, Indigenous related organization or organization that operates with government funding
- Understanding of Anishinaabe culture is preferred

Knowledge, Skills & Abilities

- Proven relationship builder with internal and external stakeholders
- Demonstrated analytical and problem-solving skills
- Skilled at implementing change and process improvements
- Demonstrated communication skills - ability to be a listener and creative thinker
- Collaborative leadership style
- Ability to balance competing priorities and meet deadlines
- Ability to work within a team culture and to demonstrate care for the well-being of others

What Can We Offer You for All Your Hard Work?

- Group Insurance Benefits- Life, LTD, Medical, Dental and Vision Coverage
- Pension Plan- BFN will match Employees contribution
- Paid statutory Holiday and Monthly sick time

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding Treaty rights.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

How to Apply & Deadline:

ALL APPLICATIONS MUST BE RECEIVED BY **Friday April 5 2024 AT 12:00 PM (Noon).**

Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Manager, Financial Planning & Analysis

We thank all applicants for their interest, however only those selected for an interview will be contacted.