Kivalliq Inuit Association

EMPLOYMENT OPPORTUNITY

CHIEF FINANCIAL OFFICER

Under the supervision of the Kivalliq Inuit Association’s Chief Operating Officer, the Chief Financial Officer will deliver leadership, direction and management of the finance and accounting team. The Chief Financial Officer will ensure to provide strategic recommendations to the Chief Operating Officer and members of the executive management team, while managing the processes for financial forecasting and budgets. The Chief Financial Officer will also be required to oversee the preparation of all financial reporting and advise of long-term business and financial plans of the organization.

Key duties and responsibilities

The Chief Financial Officer will be required to prepare annual Capital and Operating budgets for approval of the Board of Directors, prepare monthly budgets of revenue and expenditures, while coordinating the collection of data from other departmental managers to prepare the organizational budget. Prepare application for funding as required for separate accountable projects. Manage KIA’s assets to maximize their benefit to the organization. Manage and oversee Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial and Management Accounting functions, as well liaising with the external tax firm for specialist advice. The Chief Financial Officer will contain good relationships with external partners and stakeholders, to ensure the organization is compliant with accounting standards. The Chief Financial Officer will also be required to provide recruitment, training, mentoring and development of structural reporting staff.

Knowledge, skills, and abilities

The ideal candidate will be required to have excellent decision-making skills based on accurate and timely analysis, excellent time-management and organizational skills, the ability to solve complex problems, good interpersonal communication and strong leadership skills, with the ability to communicate and manage staff at all levels, professional written and oral communication skills with the ability to communicate with executive level to explain their financial positions as needed, ability to work under pressure, ability to collaborate with upper management to organize, plan and achieve company financial goals, advanced computer software skills, including Excel and financial reporting software’s, knowledge of GAAP (Generally Accepted Account Principles), knowledge of the Financial Administration Manual, Canada Labour Code, Canadian Institute of Chartered Accountant Handbook and all other relevant legislation, regulations and policies and handbooks.

The successful candidate should have a Post-Secondary Degree from a recognized institution in Financial Management, Accounting or Economics with completion of an accounting designation (CA), (CGA), (CMA) or (CPA) and minimum of five (5) years of progressive managerial work experience. Ability to speak and write Inuktitut is a definite asset. This position is considered a position of trust; therefore, a clear criminal record check is required.

Starting Salary is $140,736.00 (commensurate with experience) with an additional $24,000 Northern and Housing allowance and a comprehensive benefits package including an employee pension plan, group insurance, and vacation travel assistance. This position is located in Rankin Inlet, and Housing is available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE April 8, 2022 AT 11:59 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca | Phone: Toll free 1-800-220-6581 or 867-645-5765