



POSITION TITLE: Deputy Director of Budgeting and Reporting

DEPARTMENT: Finance

CLASSIFICATION: MGO-09

SALARY RANGE: \$100,000- \$114,869

LOCATION: Saskatoon

ACCOUNTABLE TO: Chief Financial Officer

Brief Overview:

Under the direction of the Chief Financial Officer, the Deputy Director of Budgeting and Reporting develops, analyzes, manages, controls, and processes all activities within Métis Nation–Saskatchewan (MN–S) Budget Division. This includes preparing monthly and year-end reports, collecting budgetary inputs from various departments, providing advice and counsel to the CFO, and ensuring that budgetary control and monitoring mechanisms are in place. The Deputy Director of Budgeting and Reporting also performs duties involving program management, various analyses including forecasting, and developing efficient budget processes and procedures.

Key Responsibilities:

- Develops, analyzes, manages, and evaluates program areas in the MN–S budget, such as the operating budget, capital improvement programs (CIP), budget management and reporting system, and the calculation of administration fees for various projects and departments.
- Producing comprehensive technical, analytical, and public-appropriate reports alongside communication plans, presentations, status reports, and another project-related reporting.
- Represents the department at the management level meetings, makes presentations, provides information, and answers questions as the subject matter expert regarding a particular assignment/ task.
- Develops a detailed budget in cooperation with various programs and Department Directors.
- Researches and assists in preparing complex long-range revenue and expenditure forecasts; develops forecast models and identifies revenue sources necessary to finance capital projects.

- Recommends actions based on an analysis of budget impacts and maintains compliance with various budgeting, financing, and accounting standards and rules.
- Collects pertinent data and develops recommendations for presentations to the Department Directors and Senior Management.
- Provides support and expert technical assistance to departments in resolving budget problems such as providing training in the preparation, presentation, and monitoring of annual budgets, and other related duties.
- Prepares financial schedules for the annual budget document.
- Performs research and analysis on identified special projects for management.
- Works with Department Directors regarding variances and tracks the budget adjustments agreed on with the funding agencies.
- Ensures that departments and programs manage funds as per their approved budgets/categories.
- May also be required to develop statistical models for economic analysis.
- Reporting to the funding agencies as per the requirements of the agreements and ensuring compliance with the funding agreements.
- Contributes to a healthy, respectful and collaborative workplace culture.
- Performs other related duties and responsibilities as assigned.

Qualifications:

- Preference for a degree in Public Administration, Political Science, Business Administration, Management, or a related field.
- Preference for PMP Certified.
- Five years of program/project management and budgeting experience in a large-scale public/private sector organization.

Knowledge and Skills:

- Principles and practices of public administration and local government structure and services.
- Public sector finance and budgeting principles.
- Federal (CIRNA), provincial, and local laws, rules, and regulations affecting budgeting.
- Statistical analysis, research techniques, and financial forecasting methodology.
- Significant project management experience leading systems and/or business improvement projects and teams, supported by formal project management training.
- Substantial experience working on complex project initiatives.
- Strong computer skills with fluency in MS Office Suite and ERP software packages.
- Excellent research, analytical and problem-solving skills.
- Ability to collaborate within a team environment.
- Ability to lead and engage employees.
- Effective leadership and project management abilities.
- Ability to establish strong and effective working relationships with senior management, and other stakeholders.

- Knowledge of Métis history, culture, and language.
- Knowledge of Métis /Indigenous policy issues such as housing, health, education, early learning, and childcare, etc.

Abilities:

- Perform complex economic and policy analyses.
- Conduct studies utilizing statistical and spreadsheet software programs.
- Research and analyze data and draw logical conclusions and make recommendations.
- Establish credibility and effective working relationships with all levels of staff.
- Prepare and present oral and written presentations to senior management.
- Work independently on major projects providing leadership and expertise.
- Conduct employee training; direct and coordinate the work of others.
- Communicate effectively both verbally and in writing.

Required:

- Must undergo a Criminal Record and Vulnerable Sector Check.
- Valid Saskatchewan driver's license and reliable transportation.

Candidates who have education, training, and/or experience equivalent to the essential qualifications listed above may be equally considered.

Qualified and passionate professionals looking for a career with an inspiring purpose are invited to submit a cover letter, resume, and references to hamidshahzad@mns.work **on or before 4:00 pm on January 25th, 2021.** Only qualified candidates will be considered.

All employees of the Métis Nation-Saskatchewan must adhere to a strict confidentiality policy and will be required to sign an Oath of Confidentiality.