



## **Job Description: Lands and Environment Financial Compliance Officer**

**POSITION TITLE:** Lands and Environment Financial Compliance Officer

**DEPARTMENT:** Environment

**CLASSIFICATION:** MGO-06

**SALARY RANGE:** \$65,000.00 to \$77,681.00 Per Annum

**POSITION TYPE:** Full-time, Permanent

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** Director of Environment

### **Brief Overview:**

Under the direction of the Métis Nation–Saskatchewan (MN–S) Director of Environment, MN–S is seeking a strong team player well versed in setting up financial and administrative controls, understands and interprets financial statements and ensures timely reporting in compliance with operating agreements and financial policies. This full-time position is open to remote-working, or hybrid-work out of the MN–S Saskatoon office.

### **Key Responsibilities:**

- Ensure compliance with funding agreements and internal Ministry and Finance policies and practices
- Liaise with the MN–S Finance Department
- Assist in sub-project monitoring practices
- Respond to accounts payable inquiries from contractors/lawyers and other payees.
- Build and maintain financial tracking systems for housing department administration and programs
- Complete monthly reconciliations and variance reporting
- Provide financial reports on monthly, quarterly, annual basis and/or as requested
- As a team player assist in developing policies and procedures in partnership with other Ministries
- Support the Director and managers on administrative expense claims
- Support the Ministry in budget preparations, new proposal developments and identifying areas for growth and improved outcomes for Métis citizens and the environment

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#### **Métis Nation–Saskatchewan (MN–S)**

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### Qualifications:

- Minimum 2 years experience in a similar financial role
- Achieved certification in finance, accounting, business administration, or related disciplines
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs including Outlook, Word, Publisher, Excel, PowerPoint, and Access.

### Knowledge and Skills:

- Knowledge of Métis culture
- Knowledge of general office policies and procedures
- Strong communication skills including speaking, writing, and active listening skills
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Willingness to work within a team environment
- Skills in general administrative functions, including accurate typing, filing, ordering office supplies, maintaining office supplies and equipment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail
- Interpersonal skills and an ability to demonstrate tact and diplomacy in difficult situations
- Embrace challenges and areas of rapid growth
- Ability to travel

### Additional Requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- **Please submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work) by 11:59 pm on 10 February, 2023.**
- Must be fully vaccinated for COVID-19.

**Only candidates selected for an interview will be contacted.**

**As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN-S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.**

