



Job Description: Financial Compliance Officer

POSITION TITLE: Financial Compliance Officer

DEPARTMENT: Finance and Administration

CLASSIFICATION: MGO-07

SALARY RANGE: \$75,000.00 to \$89,632.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Budgeting and Reporting

Brief Overview:

The Financial Officer will be reporting to the Métis Nation–Saskatchewan (MN–S) Director of Budgeting and Reporting. MN–S is seeking a strong team player well versed in financial and administrative controls, who understands and understands financial statements and ensures timely reporting in compliance with operating agreements and internal funding policies and procedures.

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.
- Other duties as assigned.

Métis Nation–Saskatchewan (MN–S)

310-20th Street East
Saskatoon, SK S7K 0A7
306.343.8391
metisnationsk.com



Qualifications and Experience

- 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:

- Advanced skills in Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint.
- Knowledge of Métis culture.
- Strong communication written and oral communications 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 and be independent.
- Resiliency in dealing with changing schedules, timelines, and financial priorities.
- Adaptive to environmental or governmental priority shifts.

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 by 11:59 pm on June 16, 2023.**

Only candidates selected for an interview will be contacted.

