



An Affiliate of the Métis Nation of Alberta

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Smoky Lake, AB T0A 3C0

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metiscrossing@metis.org

metiscrossing.org

Financial Controller

Location: Métis Crossing, Smoky Lake, AB

Closing Date: July 18, 2021, or until suitable candidate is found.

Position Status: Full time, Permanent

The Opportunity

Métis Crossing is the first major Métis cultural destination in Alberta. In 2019, the new 11,000 square foot Cultural Gathering Centre was completed – a unique combination of historic and contemporary craftsmanship. With this new facility, we have become a year-round destination offering experiences that share and celebrate Alberta's Métis. Currently, Métis Crossing is undertaking the construction of a 40 rooms boutique lodge. We have an aggressive business strategy to become a leader in Alberta's Indigenous tourism sector.

Métis Crossing is seeking a detail and growth oriented Financial Controller. Reporting directly to the CEO, the controller will play a lead role in strategic planning, budget development, financial reporting and risk management for Métis Crossing.

Key Responsibilities

- Set up and oversee the Métis Crossing finance systems.
- Create accounting functions and operations.
- Develop policies and procedures for financial management and operations.
- Develop revenue and expense budgets, financial strategy and plans for financial growth.
- Drive the organization's annual financial planning, manage budgeting processes, and improve efficiencies.
- Control and evaluate the organization's fundraising plans and capital structure.
- Monitor and manage the cash flow to ensure it is appropriate for the organization's operations.
- Monitor internal controls and ensure quality control over financial transactions and financial reporting.
- Prepare financial statements and support month-end and year-end closing processes.

- Conduct high-level financial reporting and analysis, including the preparation of accurate current and forecasted reports.
- Perform risk management by analyzing the organization's liabilities and investments.
- Ensure quality control over transactions, reporting, and financial processes.
- Work closely with management to meet all financial needs of the organization.
- Manage vendor relationships.
- Ensure compliance with laws, financial regulations, and company policies.
- Additional finance duties as required.

Skills & Competencies

- Strong collaboration and teamwork skills, both with internal and external audiences.
- Experience working with diverse teams of varying cultural backgrounds and ages.
- Excellent communication and interpersonal skills.
- Strong leadership and organizational skills.
- Impeccable attention to details.
- High level of proficiency with Microsoft Office Suite and SAGE financial management software.
- In depth knowledge of corporate Alberta financial law.
- Strong background in risk management practices.
- Excellent knowledge of data analysis and forecasting methods.
- Ability to strategize and solve problems.
- Ability to maintain a high level of confidentiality in all interactions. Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- An analytical mind, with a passion for working with numbers.
- Knowledge of Alberta history and cultural diversity.
- Knowledge of Métis culture, history, and issues affecting Métis people.

Qualifications

- BSc/BA in Accounting, Finance or relevant field.
- CPA is a strong asset.
- Minimum 7 years related experience.
- Proven experience in financial management with excellent knowledge of accounting fundamentals.

Other Requirements

- Métis Crossing is located in Smoky Lake; this position will require someone to be onsite frequently.
- Ability to work a flexible schedule of days, evenings, and weekends, and travel throughout AB, if required.
- Must provide Criminal Record Check and Vulnerable Sector Check.

What we Offer

- The opportunity to work with an Indigenous organization and be part of an exciting journey towards self-governance.
- The opportunity to contribute to one of Alberta's most exciting tourism destinations in the making.
- Learnings about Métis history and culture and a rich Indigenous cultural experience.
- The best view around.
- Personal development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- 3 weeks paid vacation.

Please apply online at <http://albertametis.com/> by July 18, 2021.

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.