



Listuguj Mi'gmaq Government Permanent Job Opportunity

Position: Comptroller
Department: Finance Department

Job Status: Permanent, Full time
Salary: To be determined

Information : Date of Posting – January 11, 2012

Closing date – Until filled

The LMG is seeking a competent and motivated individual to take on the role of Comptroller. The incumbent will administer and manage the LMG accounting systems and prepare financial information and financial reports for the Chief and Council, directorates and managers. Is responsible for the day to day activities of the Finance department, including payroll, accounts receivable and accounts payable. Supervises and directs the accounting staff and associated professionals as per LMG policies. Develops and manages the LMG financial reporting system. Reviews the budgets of all directorates and departments with a view to have them meet the LMG's policies and yearly and long term objectives and to meet provincial/federal funding criteria requirements. Brings to the Executive Committee any matters that may affect the well being of the Band. Ensures that proper approvals are obtained and that internal financial controls are in place. Examines and analyses the financial records of the LMG to ensure accuracy and compliance with established accounting standards, practices and statutory requirements. Establishes the Finance Department IT requirements and coordinates with the external IT contractors or with the LMG IT department the Finance department's needs. Prepares and presents the LMG financial statements and forecasts on a monthly (if requested), quarterly and year end basis (and as requested) for the Executive Committee and for the Chief and Council. Ensures that monthly remittances to the federal and provincial governments and agencies and payments to contractual service providers are made as per the agreements/ contracts according to the available cash position of the LMG. Participates and provides administrative support to the LMG negotiating teams negotiating major purchases, or the transfer of funds or capital assets from provincial or federal agencies to the LMG.

General Requirements :

Have a bachelor's or master's degree in business administration specialising in accounting, or a CA, CGA, CAFM or CMA designation or have the equivalent practical experience of having managed a finance department of a First Nations community or an equivalent administration. Demonstrate the creativity to plan, organize and manage the financial accounting and reporting systems and activities of the LMG and to help develop solutions for budgetary, operational or personnel problems.

Have a working knowledge of established accounting standards, procedures and internal controls of an organisation, accounting software and systems, government funding programs and their requirements, Ministerial Guarantees and the funding application processes with financial institutions.

Be able to use a computer to do budgeting, financial analysis, develop financial controls and reporting systems, research, reports or to develop proposals.
Work in English (written and oral). Have a valid driver's license.

Hiring Priority: Listuguj Mi'gmaq followed by (in order) other Mi'gmaq, other First Nation persons and members of the general public.

Deadline for applications: Please forward your resume, covering letter and three references to: Listuguj Mi'gmaq Government ,HR Department, Finance Selection Committee, 17 Riverside West, Listuguj, QC G0C 2R0; or by email lmghr@listuguj.ca , indicating in the Subject area: *Finance Selection Committee*

The Listuguj Mi'gmaq Government wishes to advise that only those persons selected for an interview will be contacted.