

Leaders

INTERNATIONAL

Executive Search

VANCOUVER

EDMONTON

CALGARY

SASKATOON

WINNIPEG

TORONTO

OTTAWA

MONTREAL



OPPORTUNITY PROFILE **FINANCE DIRECTOR**



the right people

FIRST NATION OF NA-CHO NYÄK DUN | FINANCE DIRECTOR

CONTENTS

THE ORGANIZATION	FIRST NATION OF NA-CHO NYÄK DUN	1
THE OPPORTUNITY	FINANCE DIRECTOR	2
	Key Responsibilities	2
THE PERSON		5
	Professional and Personal Qualifications	5
	Competencies and Personal Characteristics	7
COMPENSATION		8
CONTACT		8



THE ORGANIZATION

FIRST NATION OF NA-CHO NYÄK DUN

The First Nation of Na-Cho Nyäk Dun (“FNNND”) represents the most northerly community of the Northern Tutchone language and culture group. In the Northern Tutchone language, the Stewart River is called Na Cho Nyäk, meaning Big River. FNNND resides in the community of Mayo, Yukon, a town that had its beginnings during the boom years of the area’s silver mines. FNNND’s Traditional Territory covers 162,456 square kilometres in the YT and NWT.

The ancestors of the FNNND lived off the land, using the abundant supply of game animals, fish, birds, and numerous plants for food and medicinal purposes. Their lifestyle required travelling throughout the traditional territory for hunting, fishing, and gathering food to survive. FNNND is culturally affiliated with the Northern Tutchone people of the Selkirk First Nation and the Little Salmon and Carmacks First Nation. The Northern Tutchone dictated the terms of exchanges with their foreign trading partners. The oral history of the Na-Cho Nyäk Dun also reveals early contact and trade relationships with explorers and traders coming into the area.

FNNND has been active in the Land Claims movement since its beginnings in 1973. Members of FNNND were instrumental in helping to guide the Council of Yukon First Nations and its member First Nations during the critical times ending in the 1984 breakdown of negotiations and rejection of the agreements. Two of the crucial issues were the absence of self-government and the extinguishment of aboriginal rights. These two elements, self-government and the retention of Indigenous rights on settlement lands, were eventually included in the 1993 agreements.

Today, FNNND has a membership of 638 citizens. As a self-governing First Nation, FNNND can make laws on behalf of their citizens and their lands. Under the land claims agreement, the First Nation now owns 473,968 square kilometres of settlement lands and has received \$14.5M for which a trust has been established. FNNND has been actively involved in affairs of the Mayo community, attempting to promote a better, healthier lifestyle for its future generations and a strong economy based on its abundant natural resources.

To learn more, please visit the First Nation’s [website](#) and see a video introducing Mayo, YT [here](#).

The Finance Director (“Director”) reports to the Executive Director (“ED”) and is responsible for ensuring the financial affairs of FNNND are maintained at the highest level, ensuring legal and regulatory compliance.

The Director is directly responsible for establishing and maintaining financial policies, procedures, controls, and reporting systems (including GST, Income Tax, funding and contribution agreements and investment portfolios) and for the supervision and development of Finance department staff. They provide leadership and coordination for the annual budgeting process, provide briefings to Council as required, participate and support strategic planning and policy development processes, and participate in the day-to-day financial functions as required. The Director is extensively relied upon for providing financial expertise to FNNND, General Assembly, the Financial Management Committee, Department Directors and Managers.

This is an outstanding opportunity for a hands-on, progressive finance leader to make a significant impact on an organization, a community, and a Nation. The Director provides services to the Nation’s 638 citizens, about 200 of whom live in Mayo, as well as the organization’s 80 staff which grows to 110 in the summer season. Leading a team of three, the Director oversees all aspects of finance and accounting, including the oversight and reporting on FNNND’s multiple funding agreements. They should modernize and automate systems and procedures, develop staff capacity, build trust with Chief and Council, and use change management methods and skills to help all FNNND citizens adapt to new processes.



Key Responsibilities

Establishes and maintains financial policies, procedures, controls, and reporting systems, including the supervision, training, and direction of Finance department staff by:

- Collecting, interpreting, and reporting financial data on a monthly, quarterly and annual basis and providing such reports to department and program directors and managers, the Executive Director, Council and General Assemblies and Meetings;



- Ensuring integrity of financial information by managing use of financial software and systems;
- Providing financial reporting for projects, funding and contribution agreements, investments, contracts;
- Developing, monitoring and enforcing financial policies, controls, and procedures, reporting on discrepancies and or breaches of same to the Executive Director and/or Council as appropriate;
- Communicating and collaborating with departmental leaders to keep current with spending, budgeting, reporting and evaluation;
- Monitoring legislation, regulations, policies, and procedures applicable to financial reporting and operations, including FNNND Acts, Regulations and Policies, ensuring FNNND compliance;
- Leading and supervising finance department staff on all aspects of accounting, reporting, internal controls, budgeting, contract management, and other financial matters;
- Investigating variances in budgets, reporting, internal controls, and general accounting, and taking steps to resolve variances;
- Hiring, training, developing and appraising staff;
- Arranging and preparing for annual audit; and
- Participating in the day-to-day financial function as needed.

Leads and/or supports FNNND Council and Administration in annual, periodic and multi-year planning and budgeting processes by:

- Leading the budgeting process, providing guidance departments, establishing budget process schedules, budgeting templates and direct assistance as required (either one-on-one or in group meetings);



- Supporting strategic planning and policy development processes by direct participation, attending meetings, assisting with the provision of financial costing and estimates for proposed programs and policies; and
- Other tasks as directed by Council or the Assembly.

Provides professional advice and interpretations on all aspects of FNNND financial affairs by:

- Participating in the planning and preparation of negotiations and discussions with the Federal and Territorial Governments regarding Financial Transfer Agreements, (FTA), Programs & Services Transfer Agreements (PSTA) Tax-Sharing and other financial agreements. May attend negotiations and discussions to provide interpretations and advice on complex financial matters;
- Serves as an advisor on Committees as directed by Council;
- Reviewing and recommending amendments and updates to FNNND Finance Act, Government Act, and associated Regulations, Policies and Procedures as pertains to FNNND financial affairs; and
- Attending General Meetings and Assemblies.

THE PERSON

The ideal Director candidate should be a values-based leader, skilled in developing and executing organizational strategies and operational plans, and providing strategic advice. Bringing humility, they work to nurture an empowering, diverse, equitable, and inclusive team-based culture. The Director should possess a CPA and a degree in business, finance, accounting, or an appropriate field, and progressively more senior experience in a financial role in a First Nation or Indigenous organization, or within the NFP or public sectors. The Director should be a facilitative leader, with well-developed change management skills, who is keen to make a difference in a Northern community, promoting the well-being of the Nation's citizens.



Professional and Personal Qualifications

- Degree in Accounting or Business and / or professional accounting designation (CPA or CAFM);
- Minimum of three (3) years' experience in a senior financial management position;
- Experience in working within a government (preferably FN) in a senior financial management capacity;
- Professional accounting knowledge including accounting standards, practices and the Canadian Generally Accepted Accounting Principles (GAAP);
- Good knowledge of or demonstrates ability to quickly acquire knowledge and understanding of FNNND culture and history, the FNNND Self-Government Act, the Final Agreement, and the Constitution;



- Knowledge of computerized accounting systems and software, financial statements, financial reports, budgets, pay and benefits, accounts-payable and accounts receivable, setting up control systems and investment practices;
- Knowledge of contracting specification, terms and conditions, and progress payment procedures;
- Ability to work in a developing, culturally unique government setting;
- Experience working at the management level, including the ability to direct, supervise and evaluate the performance of personnel;
- Ability to lead annual and multi-year budgeting and to effectively manage established budgets;
- Ability to lead and direct program and policy development;
- Sound analytical thinking, planning, prioritization and execution skills;
- Strong decision-making, problem-solving and conflict resolution skills;
- Ability to manage high levels of stress effectively;
- Must have excellent organizational and time management skills;
- Excellent communication skills, both oral and written;
- Must demonstrate discretion, tact, diplomacy, compassion and good judgment at all times;
- Ability to work effectively as part of a management team in establishing and maintaining professional working relationships with staff, citizens and the general public; and
- Ability to provide strong leadership skills, motivating and empowering people.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Nation Focused – Anticipates and attends to the needs of internal and external members of the Nation; keeps member interests in the forefront.



COMPENSATION

The salary range for this position is \$125,335 to \$182,304. A great two-bedroom townhouse in Mayo is available to the successful candidate at a subsidized rate. The position also includes excellent benefits and coverage of relocation expenses.

FOR INFORMATION PLEASE CONTACT:

Shadyar Shirmast or Tony Kirschner

LEADERS INTERNATIONAL EXECUTIVE SEARCH

#880—609 Granville Street

Vancouver, BC V7Y 1G5

Phone: (604) 688-8422 or Email: connect@leadersinternational.com

Leaders
INTERNATIONAL
Executive Search