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OPPORTUNITY PROFILE

Chief Financial Officer

Location: Tsuut'ina Nation, Alberta

About Tsuut'ina Nation

Tsuut'ina Nation's culture, history and language are all unique. Formerly known as the Sarcee (Sarsi), the Tsuut'ina Nation prides itself on being connected to the Dene Nation through language (Athabaskan), culture, customs and territory. With over 2,500 citizens, Tsuut'ina Nation strives to maintain autonomy of identity, customs, traditions, territory and the self-determination of Indigenous Governance.

The Tsuut'ina Nation Citizens self-determination is recognized by entering into Treaty No. 7 by Head Chief "Chiila" Bullhead with the British Imperial Crown of Great Britain and Ireland in 1877. Today, the Tsuut'ina Nation Citizens have progressed to a highly sufficient and economically advanced First Nation.

The Tsuut'ina Nation is located on approximately 283-square-kilometres directly bordering the southwestern limits of Calgary. The economic pursuits of the Tsuut'ina Nation are defined by ambitious, multi-billion-dollar commercial developments, strategic real estate leasing, and hospitality ventures designed to secure complete fiscal sovereignty. By shifting away from symbolic consultation toward foundational corporate partnership, the Nation has emerged as a premier economic engine in Western Canada.

A highlight of Tsuut'ina's economic strategy is Taza, a massive $4.5-billion to $10-billion master-planned community sprawling across 1,200 acres of reserve land. Developed as a 50-50 joint venture with real estate firm Canderel, Taza stands as one of the largest First Nation developments in North America. It operates on a pre-paid, 99-year leasehold model and features three distinct, interconnected innovation villages.

The Nation also owns and operates the Grey Eagle Resort & Casino, a premier entertainment destination located on the reserve's edge. The complex includes a major casino floor, a 2,500-seat event center, a four-star hotel, and multiple restaurants. It brings in significant hospitality and gaming revenue that directly helps fund community housing, social programs, and infrastructure.

Tsuut'ina manages its own revenue-generating municipal infrastructure, giving the Nation complete control over utilities and long-term maintenance. This includes community infrastructure link Seven Chiefs Sportsplex & Jim Starlight Centre, a state-of-the-art, multi-sport and fitness facility that attracts regional tournaments, generating recreational revenue while supporting local community wellness.

The Opportunity

The **Chief Financial Officer** is the senior financial executive of the Tsuut'ina Nation and serves as the Executive Director of Finance under the Tsuut'ina Nation Finance and Administration Act. Reporting to the Chief Executive Officer, this role is responsible for the effective and accountable management of the Nation's financial administration systems and processes across all Nation Programs and Departments.

The CFO leads strategic financial planning, the design and stewardship of strong internal controls, and timely, transparent financial reporting that enables the Finance Committee, the Chief Executive Officer, and Chief and Council to carry out their accountabilities. Exercising the financial authority delegated under section 3.3.2 of the Finance and Administration Act, the CFO is a trusted advisor on the Nation's fiscal strategy and safeguards the financial integrity that underpins Tsuut'ina's pursuit of fiscal sovereignty.

The CFO's mandate encompasses the public/Nation side of the organization. The role does not carry authority over the Nation's separate for-profit enterprises which operate with their own finance leadership. Although there is no reporting relationship, the Nation's CFO and the CFO's of these separate entities are part of a collaborative peer team. An early priority for the incoming CFO will be understanding and respecting the formal, arm's-length separation between Nation finances and enterprise finances, where past blurring of governance lines has been identified as an area for improvement.

Reporting to the Chief Financial Officer are:

- Finance Controller(s)
- Accounts Payable
- Accounts Receivable
- Payroll
- Financial Planning, Budgeting & Reporting

Key Responsibilities

Financial Administration and Internal Controls

- Design, implement, and maintain the Nation's financial processes, revenue and collection, procurement and payment, budgeting and reporting, and payroll, each supported by appropriate internal controls.
- Champion and deliver the transition to a new ERP system aligned with the organization's current scale and complexity. This initiative is underway and the CFO will need to get up to speed quickly.
- Embed segregation of duties across the initiation, authorization, and execution of financial tasks so that no single individual controls a complete transaction.
- Require documented authorizations and approvals to evidence the appropriateness and correctness of every transaction.

- Ensure expenditures occur only where approved budgeted funds are available, except in emergencies as permitted by the Act.
- Safeguard the Nation's funds and assets and reduce the risk of error, fraud, theft, and non-compliance with funding restrictions.

Planning, Budgeting and Financial Strategy

- Lead the annual budget process and prepare short- and long-term forecasts of the Nation's financial needs, including five-year financial plans.
- Recommend budgets and budget changes to Chief and Council, ensuring each recommendation considers the Nation's ability to fund the proposed activities.
- Make budgeted funds available to the Nation, its Programs, and Companies only after Chief and Council has approved the budget.
- Direct strategic business planning, forecasting, benchmarking, and capital-investment analysis, and evaluate the best sources and use of operating and capital funding.

Financial Authority

- Create, recommend for approval, and implement approved financial policies and procedures, and update financial systems and processes to improve efficiency while maintaining appropriate oversight.
- Issue purchase orders upon approval from the relevant Program or Company Manager and/or Executive Director, and stop any purchase order that is unbudgeted, over-budget, or non-compliant.
- Create and issue payments upon approval from an individual with sufficient authority, and stop any payment that is unbudgeted, over-budget, or non-compliant.

Financial Reporting and Audit

- Coordinate the preparation of the Nation's financial statements in accordance with the applicable accounting standards.
- Prepare and review quarterly and annual financial reports, including actual-to-budget variance analysis, for the CEO, Executive Directors, Finance Committee, and Chief and Council.
- Present annual financial statements and audit findings for review and approval, and support the external auditor(s) appointed by Chief and Council.
- Review and systematically address compliance gaps and audit recommendations including improving financial policies, controls, and documentation.

- Maintain compliance with all legislation, funding agreements, and external covenants relating to funding and debt.

Treasury, Banking and Risk Management

- Bank all Nation funds on behalf of the Nation, maintain accurate banking records, and report regularly to Chief and Council.
- Direct policies and activities that protect the Nation's financial assets, maximize returns on investments, and minimize exposure to risk.
- Oversee the annual risk assessment and insurance review, and maintain strong working relationships with funding agencies, banks, and auditors.

Governance, Compliance and Conflict of Interest

- Ensure the Nation's financial operations comply with the Finance and Administration Act, the Accountability Code, Nation policies and procedures, and applicable law.
- Administer the Nation's annual conflict-of-interest attestation process, receiving attestations from Chief and Council, Board and Committee members, the CEO, and Executive Directors by March 31 each year.
- Act at all times as a fiduciary in the best interests of the Nation, never using the office for personal or family gain, and disclose and avoid actual or perceived conflicts of interest.
- Uphold and enforce internal controls and report suspected breaches of the Act.

Leadership and Team

- Oversee the day-to-day operations of the Finance department, including reporting, accounts payable, accounts receivable, and payroll, and design processes that increase efficiency.
- Assess, structure, and resource the Finance team to effectively support the needs of the Nation.
- Lead, develop, and mentor the Finance team to deliver on reporting timelines and stakeholder expectations.
- Attend all Chief and Council meetings and Senior Management meetings, and review systems and controls to recommend enhancements and improvements.

The Person

Education and Designations

- A professional accounting designation (CPA) in good standing is required; the Nation funds the professional fees and development required to maintain the designation.
- A degree in accounting, finance, business administration, or a related field is required.

Experience

- Minimum 8–10 years of progressive financial leadership experience, including as a CFO, VP Finance Finance, or Controller. Public accounting experience is required; experience within a First Nation or Indigenous organization is preferred. Equivalent experience managing the finance function of a large, complex organization will be considered.
- Comfortable navigating multiple funding sources with differing stipulations and restrictions, alongside significant treasury responsibilities.
- Demonstrated experience managing complex budgets, and related reporting and compliance obligations.
- Proven experience designing and operating internal control frameworks and managing external audits.

Key Competencies and Attributes

- High integrity and sound professional judgment, with a demonstrated commitment to accountability, transparency, and ethical conduct.
- Brings a “builder” mindset. The incoming CFO is stepping into a transitional finance function and must be energized by building, not merely maintaining.
- Low ego, pragmatic, genuine openness to change, commitment to succession planning, mentorship and team development.
- Confidence and independence to speak up when financial integrity demands it. This is not a role for a yes-person.
- Patience, strong listening skills, and tactful communication. The CFO will work in a complex multi-stakeholder environment including elected Chief and Council and Nation community members. Must be able to combine technical expertise with an approachable, relationship-forward presence.
- Knowledge of First Nation financial administration and governance, and an understanding of and reverence for the Tsuut’ina way of life.

- Strong leadership, communication, and relationship-management skills with Council, committees, funders, banks, and auditors.
- Ability to translate complex financial information into clear guidance for diverse audiences and to conduct themselves in a professional, business-like manner appropriate to the Nation's image, mission, and objectives.

Express Your Interest

Email a cover letter and a tailored resume to Shalini Bhatty or Heather Fookes at apply@leadersinternational.com, including the job title in the subject line of the email.

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