



**Chief Financial Officer**  
**Paqtnkek Mi'kmaw Nation and Bayside Development Corporation**

**Location:** Paqtnkek Mi'kmaw Nation, Antigonish County, Nova Scotia

**Job Type:** Full Time Permanent

**Salary:** Commensurate with qualifications and experience

**About Us**

Paqtnkek Mi'kmaw Nation the administration arm and Bayside Development is the business development arm of Paqtnkek Mi'kmaw Nation. Bayside established in 2018, the mission of Bayside Development is to make the Paqtnkek Mi'kmaw Nation community economically prosperous'. Bayside Development is responsible for the management of on and off reserve businesses as well as the development of additional business opportunities that are consistent with the Core Values.

Bayside Development is growing rapidly and becoming increasingly recognized locally, provincially and nationally for the opportunities being pursued and the high quality of management. To be the leader of the team you must be willing and able to work in a sometimes fast paced environment with strict deadlines. Working with departments, businesses and government partners, the CFO is to strengthen fiscal management of both Paqtnkek Mi'kmaw Nation and Bayside Development. The CFO cultivates close working relationships with the administration heads, council, provincial, federal and municipal governments, and other non-for-profit partners to support the development and implementation of fiscal management processes.

**Primary Duties and Responsibilities:**

- Prepare the annual consolidated budget for the Chief and Council of Paqtnkek Mi'kmaw Nation and the CEO of the Bayside Development Corporation.

- Responsible for all aspects of financial reporting for all band operations and entities - including monthly and annual reporting, including maintaining a proper system of internal controls.
- Responsible to prepare all annual year end statements and related working paper file for the year end auditors.
- Responsible for preparing for the auditors the annual consolidated financial statements and related supporting reports required by ISC's year end reporting guide and First Nations Fiscal Management Act and related entities that Paqtnkek is signatory to.
- Responsible for the Band's cash management needs, ensuring that the band can meet all financial obligations, and make arrangements with the bank when unable to do so.
- Responsible for all financial analysis of monthly financial statements.
- Responsible for reporting financial results to the Finance Committee and the Chief and Council.
- Responsible for the implementation of the Financial Administrative Laws and Financial Management, Tendering and Financial Policies.
- Assist Chief and Council upon request.
- Assist in the development of new band policies and procedures.
- Participate in key developing committees such as the Executive Committee, the Management Review Committee, the Capital Planning Committee, the Finance Committee, Salary Review Committee and regular Management Team meetings.
- Responsible all government reporting for the Band Council.
- Responsible for all government liaison with all government departments for financial related issues
- Responsible for all liaison with the Band's financial institutions including reviewing annual credit requirements needed for Band operations and development corporation
- Assist in the development of new economic development opportunities
- Responsible for financing of all capital and housing projects for the band
- Assist the Bayside Development Corporation and its related entities in obtaining government funding
- Project management of new capital projects on behalf of band

- Responsible for running the Band's finance department in-conjunction with the Finance Director that which includes managing employees, and providing assistance and mentoring to staff
- Assist the Director of Operations and the CEO of the Development Corporation with key operational issues related to the day to day activities of the Band Council and related business entities
- Assist the Director of Operations and the directors & managers of all the Band's departments and business entities in day to day decision process
- Oversee all financial reporting systems to ensure they meet Band's needs.

**Other Duties and Responsibilities:**

- Maintain positive relationships with Paqtnkek's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Paqtnkek's Change Management and Quality Management System as it relates to job related duties and and/or department.
- Other department related duties as required by Chief and Council.

**Required Competencies**

- Accounting and Finance Management
- Networking
- Leadership and Management
- Business Development and Management
- Effective and Interactive Communication
- Decisiveness
- Partnering & Relationship Building
- Strategic Orientation
- Team Leadership
- Diversity

**Qualifications:**

Candidate must have:

- Bachelor of Business Administration degree and a Chartered Professional Accountant designation
- 5 or more years in corporate accounting and managerial experience
- Strong networking background
- Accounting and Financial management and business development experience

## **Other Considerations**

The position comes with many incentives including two weeks paid vacation in December (subject to Board approval annually), pension and benefits. There is no relocation incentive for this position.

Please send your resume and cover letter along with three (3) references to:  
Darryl McDonald, Director of Administration, 7 Dillon Street, Antigonish Co., Nova Scotia B0H 1A0.

By email: [darryl.mcdonald@paqtnkek.ca](mailto:darryl.mcdonald@paqtnkek.ca) or Fax (902) 386-2781. Resumes will be accepted via Canada Post, Courier, email and fax (902) 386-2043 until 4:00 pm Tuesday December 18, 2018. Resumes received after the deadline will not be accepted. Interviews will be held in January 2019.

All other things being equal, Paqtnkek Mi'kmaw Nation reserves the right to hire a qualified candidate of Aboriginal descent. (POSTED Tuesday, November 27, 2018)