



EMPLOYMENT OPPORTUNITY

Finance director

THE FNEC: A KEY PARTNER IN THE EDUCATIONAL SUCCESS OF FIRST NATIONS

At the FNEC, we support First Nations communities in the implementation of a full education system that respects their culture, values and identity. We take pride in being part of quality education development under complete First Nations jurisdiction in a spirit of collaboration, respect, sharing and commitment.

The FNEC is a welcoming, and inspiring working environment at the leading edge of technology where innovation is highly valued. Our team of professionals is receptive to the needs of member communities, and successfully meets challenges with perseverance, creativity and dedication to the mission of the organization.

Employment status: Regular employment

Hours/week: 36.25 in winter and 32 in summer

Workplace: 95 Rue de l'Ours, Wendake

Start date: Fall 2019

Annual salary: Between \$39.47 and \$52.39 in accordance with the FNEC's salary scale

Hiring priority: The FNEC has adopted affirmative action measures to promote the hiring of First Nations and Indigenous peoples. This position is reserved for the designated groups listed below.

Summary job description

The FNEC is seeking a finance director to ensure the organization's financial and material resources are managed properly, and to evaluate systems and accounting practices. The incumbent oversees financial and accounting operations, control systems for financial statement production, and the budget planning process. The director provides expert advice to his or her team, the other directors, and finance department staff in member communities to make a positive contribution to organizational management and program administration.

Requirements

- Undergraduate degree in business administration, economics, business or a similar field
- Minimum of five years' experience in accounting and personnel management.
- Holding a professional title in accounting (CA, CGA, etc.) will be considered an asset.
- Oral and written fluency in English.

Conditions of employment

This position requires travelling a maximum of five times per year for periods that seldom exceed 48 hours. On rare occasions, one or two trips to remote locations may be required.

Work is done during normal office hours from Monday to Friday. The work schedule can be extended for short periods (less than an hour) on a regular basis (two to three times a week). This is a paid position with a fixed salary.

Working conditions

We offer competitive working conditions: group insurance, pension fund, Christmas holidays, flexible cultural holidays, three weeks of annual vacation, sick leave.

Application deadline: 4:00 p.m. October 9, 2019

To ensure services meeting the needs of member communities are provided by qualified staff representative of the population it serves, the FNEC promotes staffing in the following order: 1) First Nations members from FNEC-member communities, 2) members of other First Nations, 3) Indigenous peoples, 4) other applicants.

Please send your application to the FNEC by mail, email or by fax:

First Nations Education Council, 95 rue de l'Ours, Wendake, Quebec G0A 4V0

Email: ressourceshumaines@cepn-fnec.com Fax: 418-842-9988

To obtain the complete job description, call us at 418-842-7672 or email us at the above address.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

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AND OTHER FIRST NATIONS ORGANIZATIONS**