



***This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.***

**POSITION TITLE:** *ʔakisq̓nuk Fiscal and Economic Director*

**DATE:**

**REPORTING TO:** *Senior Administrative Officer*

## **OVERVIEW**

*ʔakisq̓nuk First Nation* ("AFN") is a member Community of the *Ktunaxa Nation*. The Organization exists for the Community. The AFN Administration exists for the Community. The AFN Administration is comprised of different departments unified by our Vision, Mission, and Values. As a team the AFN departments work together to achieve our goals and objectives as set out in our long- and short-term strategic plans. The broad areas of the Departmental responsibilities include Finance (Financial Administrative Law, accounts payable/receivable, payroll, reporting, annual audit, etc.); economic governance and economic development, including but not limited to own-source revenue, taxation, investment, and business development, including programs and services to promote successful member entrepreneurship.

### **ʔakisq̓nuk First Nation Vision Statement**

Strong, healthy citizens and communities speaking our Languages and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources as a self-sufficient, self-governing Nation.

### **ʔakisq̓nuk First Nation Mission Statement**

Through sound, responsible leadership, we will promote the well-being and economic self-reliance of our people by encouraging and fostering education and sustainable employment.

### **ʔakisq̓nuk Values**

**The Natural Spirit of our Lands:** Our land is the most important gift we borrow from the future. Therefore, we make all efforts to manage our lands in ways that preserve our spirit, the natural environment and wildlife



**Our Language and Culture:** ʔakisq̓nuk First Nation cherishes a unique culture and a language that is at the heart of all community discussions. Therefore, we strive to preserve our language and culture to encourage future generations to not only learn but preserve our history.

**Family:** Family is the most important social unit within our community. Therefore, we stand together to support our families.

### **Position Summary**

The Fiscal and Economic Director is responsible for the care, maintenance, and continual improvement in the management of our corporate and fiscal matters.

This position will manage the financial reporting in accordance with appropriate regulations and governance and overseeing financial audits. The Director of the Fiscal and Economic is responsible for the overall financial planning, policy and process development for AFN, as well as overseeing contracts, funding, and expenditures with various funding agencies. The Fiscal and Economic Director provides overall guidance in all financial aspects of the AFN including investments as well as manages and provides leadership to the Finance Department.

The Fiscal and Economic Director cultivates AFN's economic aspirations of being economically self-reliant and having sustainable employment. The Director is responsible for planning, developing, overseeing the implementation of economic development policies, strategies, and initiatives that improve the community, socioeconomic, and business development for the ʔakisq̓nuk First Nation.

The Fiscal and Economic Director is also responsible for monitoring ʔakisq̓nuk corporate entities, including ensuring filings and other reporting and corporate maintenance matters are attended as and when required.

The Director will collaborate with the other departments, especially in those matters where collaboration and cooperation support your departments' goals and outcomes.

The director will also maintain a relationship with the Ktunaxa Nation, and other Ktunaxa Communities and external funding agencies and service delivery bodies, as relevant to this department. In addition, the Director coordinates the building of department capacity in preparing to implement the additional responsibilities in line with the long-term AFN strategic plans.



## **Duties and Responsibilities**

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### **Leadership**

- Establish relevant standards related to the ʔakisq̓nuk Fiscal and Economic department
- Provides leadership, direction and support in the planning, development, and management of the AFN Fiscal and Economic department.

### **Committees**

- Coordinates the activities of appropriate Fiscal and Economic department committees, assigned by AFN Council.
- Assists the AFN Fiscal and Economic department committees chair(s) in the orientation of new committee members.

### **Strategic Planning**

- Participates in community and department specific strategic planning processes and the development and implementation of integrated department work plans.
- Oversees development of staff work plans and their alignment with broader strategic and operating plans.

### **Programming and Resources**

- Provide leadership, technical advice and support in the areas of finance, investment and risk management, asset management, economic governance, and taxation.

### **Human Resource Management**

- Direct, guide, coach, mentor AFN Fiscal and Economic employees.

### **General Financial Management**

- Prepares annual operating budget for the department, adhering to established policies and guidelines.
- Directs and oversees the development and submission of relevant applications proposals for funding and approves proposals for funding.
- Oversees and monitors the administration of funding agreements.



- Provides financial reports to funding organizations.
- Manages the development of relevant programs and projects, operating and capital budgets and ensures that budgets are managed / administered and reported on as approved.
- Monitors, tracks, and reconciles expenditures to approved budget; identifying variances.
- Ensures all external reporting requirements are submitted on time.
- Make recommendations on the development and management of appropriate financial controls specific to unique elements of the department.
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### **Communication, Public Relations and Networking**

- Acts as the department representative with Council, relevant contractors, government departments, private sector and other First Nations and aboriginal organizations as appropriate and authorized.
- Communicates internally on behalf of the department.
- Communicates with ʔakisq̓nuk First Nation Membership as required. or directed by Chief and council or the Senior Administrative Officer.

### **Evaluation**

- Oversee regular reviews of department committees, and programs.
- Evaluate overall effectiveness and capacity of department to achieve goals and develop and implement measures for improvement, where required.



- Evaluate effectiveness of resource use and mechanisms of allocating funding to programs and services and makes recommendations for improvement, where required.

### **Position Qualifications**

- Bachelor of Commerce or Bachelor of Business Administration degree
- Chartered Professional Accounting Designation (CPA) preferred.
- Minimum 5 years of experience in a similar role, with experience in fund accounting and economic development.
- Previous experience managing a team of employees and overseeing all finance and accounting operations for a medium size organization/company.
- Demonstrated success in overseeing organizational finances and budgets.
- Experience in government revenue and taxation, financial policy setting and administration.
- Familiarity with federal and provincial government policies and programs related to First Nation's governments and organizations as well as their special reporting requirements.
- Strong leadership and interpersonal skills with demonstrated ability to take initiative.
- Analytical and a strategic thinker.
- Excellent communication skills (written and verbal) and strong ability to communicate complex financial information at a level appropriate to the audience.
- Ability to build and maintain strong relations both internally and externally.
- Knowledge of internal controls, audit requirements and procedures. Strong knowledge of regulations and governance related to accounting and finance (e.g. GAAP, PSAB, ASPE etc.).
- Working knowledge of AANDC funding and reporting policies, programs and services.

### **CRITICAL SUCCESS FACTORS**

The core of our business is serving the AFN Community. Therefore, anyone who joins the organization should have an understanding of AFN and the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and gain a greater understanding.