

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq *Department of Finance* **Chief Financial Officer**

### About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaq Community in Nova Scotia and has over 200 Employees. The CMM's Department of Finance is currently looking for an energetic, mature, and independent candidate to fill the role of a **Chief Financial Officer (CFO)**.

### Position Overview

Under the direction of and reporting directly to the Executive Director (ED), the **CFO** is responsible for overall operations and direction of the financial services team and for maintaining and improving the financial accountability framework of The CMM and affiliated entities. The CFO is also tasked with the overseeing and monitoring of annual budgets, annual audit preparation, ensures that the terms and conditions of funding agreements, amendments and contracts are met, manages the employee benefits and contracts, and works with Senior Management in the analysis of quarterly variance reports.

### Overview of Responsibilities:

- Analyzes and assesses financial position of CMM and all departments, projects, and affiliates,
- Prepare financial reports for funders, Board of Directors, Senior Management as outlined within the funding requirements and Financial Policy
- Oversee The Confederacy of Mainland Mi'kmaq's full cycle accounting functions
- Responsible for Standard Operating Procedures (SOPs) and Financial Policies
- Responsible for building and implementing new projects: reorganization and changing the General Ledger mapping; donation and charity processes
- Assist communities with financial needs and as a technical advisor
- Overseeing the Contract Agreements Financial Obligations and their implementation in the ERP system
- Supervising, planning, and overseeing the operations and fiscal requirements including budgets Coordinate and oversee the work and priorities of the staff

### Position Requirements:

- Relevant professional designation is required (i.e., CPA),
- A minimum of ten-years of direct experience in working with public sector, not for profits, charities and with various funders and stakeholders.
- Proficiency in MS Office (Word, Excel, PowerPoint and Sage Accounting software)
- Demonstrated ability in leadership and management skills with knowledge of human resources management, financial management, and project management
- Experience working within the framework and guideline(s) of First Nations Financial Management Board (FMB)
- Ability to manage multiple lines of business and meet requirements of many stakeholders.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality
- Ability to think analytically and critically while problem solving
- Strong interpersonal and communication skills, both written and verbal
- Willingness to work outside of normal working hours when required.
- Undergraduate degree in business, management, or a related field (an asset).
- Experience working with First Nation communities
- Clear Criminal record check
- Have a valid driver's license and reliable transportation, as travel within Nova Scotia will be required.

**Salary/Employment Term:** Salary range: TBD based upon qualifications and experience. This is a permanent full-time position subject to the policies and practice of the CMM. The CMM offers a substantial benefits package to all employees.

## Application Deadline: Open until position is filled

Submit [Cover Letter](#) and [Resume](#) to:

**Human Resources**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto:HR@cmmns.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted. The successful candidate may be required to submit a current criminal record check. Candidates must be legally entitled to work in Canada. Proof of work authorization will be required upon offer of employment.*