



**PWI-DI-GOO-ZING NE-YAA-ZHING ADVISORY SERVICES
FIRST NATION FINANCIAL ADVISOR**

Job Description

Revised April 2010

OBJECTIVE:

The main responsibility of the First Nation Financial Advisor is to assist and advise the affiliated First Nations in the area of finance by providing advice, assistance and training. The First Nation Financial Advisor reports directly to the Executive Director.

QUALIFICATIONS:

- Professional Accounting Designation (C.A., C.M.A., C.G.A.); or an equivalent combination of education and experience;
- knowledge in bookkeeping and account management systems;
- knowledge of aboriginal funding agencies;
- ability to work with various software packages;
- excellent organizational skills;
- excellent verbal and written communication skills; and
- ability to work with limited supervision and also in a team environment;

DUTIES AND RESPONSIBILITIES:

1. Assist financial management staff with the day-to-day operations;
2. Provide training in electronic or manual accounting (including but not limited to general ledger, payroll, accounts payable, accounts receivable, word processing, electronic forms and filing, email, internet, online banking, etc.);
3. Assist First Nations and First Nation businesses in financial planning and understanding;
4. Review and advise on funding arrangements;

5. Assist in the development and implementation of remedial management plans and financial management plans;
6. Encourage use of programs, such as S.A.T.F., C.M.H.C., and various training programs to maximize budgets;
7. Assist in producing the annual audits in the member First Nations, as necessary;
8. Provide training and assistance in applications, proposals and reporting for any First Nation projects and programs;
9. Attend Council meetings as required, to assist in financial management matters;
10. Assist in negotiations between the individual First Nations and the various agencies and institutions with which business is being conducted;
11. Assist in policy development as requested;
12. Participate as a team member on projects, such as major capital projects;
13. Provide advice, assistance, and training regarding employee benefit and pension plans;
14. Keep current with all the continuous changes to programs and funding instruments from the federal and provincial governments, and assist the communities to be able to meet the demands of these changes;
15. When directed, complete/work on projects and programs of Advisory Services; and
16. Other duties as requested by the Executive Director.

LIAISON:

Maintain a positive working relationship with the affiliated First Nations, Governments, funding agencies, and other resources.

TERMS AND CONDITIONS:

- May be requested to provide a criminal background check that is satisfactory to Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services.
- As travel is required for this position, a valid driver's license and access to transportation is also a requirement.

CONTINUING STUDY/TRAINING:

The position requires the incumbent to undertake training as required and directed.

EVALUATION:

The First Nation Financial Advisor will be evaluated by the Executive Director on an annual basis and after completion of a probationary period, and may be required to undergo special evaluations.

First Nation Financial Advisor

Date

Executive Director

Date