



COMMUNITY GOVERNMENT OF WHATÌ

PO Box 71, Whatì, Northwest Territories X0E 1P0

Phone: 867.573-3401 • Fax: 867.573-3018

Employment Opportunity Finance Manager

The Community Government of Whatì is seeking a Finance Manager. Reporting to the Senior Administrative Officer, the Finance Manager is responsible for the overall financial management and administration.

Community Government of Whatì is an equal opportunity employer and commits not to discriminate against employees based upon race, color, religion, sex, origin, age, disability and sexual orientation.

The ideal candidate must:

- have a Valid Driver's License
- be Designated Accountant or Advanced stage CPA candidate (writing CFE)
- have good credit and clean criminal record with law enforcement agencies
- have strong work ethics,
- respect indigenous culture, diversity, multiculturalism
- be highly literate in computer and related technologies, well versed in Sage 300, ADP, Telpay, Beanworks and MS office Suite

not an excluding factor, additional consideration will be provided for candidates who are fluent in Tłı̄chǝ language.

Experience and Expectations: Minimum 5 years of expert and advanced financial reporting and administration experience in Municipal and/or Indigenous Government organization:

- Assessing accuracy, completeness and integrity of municipal financial records.
- Developing, maintaining, and continuously improving internal financial processes, policies, and systems.
- Providing recommendations and advice to the SAO and staff as needed from a financial perspective.
- Supervision, training, and support to AR, AP, Payroll and Utilities Clerks.
- Preparation of yearly Operational, Capital and ad hoc budgets, forecasting, and financial analysis.
- Communicate and collaborate with departmental heads
- Produce audit documentation and facilitate external auditing
- Manage the fiscal operations
- Create internal controls and corrective actions to reduce risk or deficiencies.
- Compile, prepare, and file payroll and GST returns in compliance with regulatory standards.
- Payroll Management and Administration
- Fund accounting and grant accounting functions.
- Reconciliation of complex treasury transactions
- Design financial reports for internal and external users.
- Manage IT infrastructure of the municipality.

The Community Government of Whatì offers competitive salaries, benefits, and a positive work environment. If you are interested in joining our team, please forward your resume by email and three references (at least one) from your last supervisor to Lisa Nitsiza, SAO at sao@whati.ca

Deadline – open until suitable candidate is hired.

Applications and proposals from Contractors, Consultants, and Bookkeeping Service providers will not be entertained.



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of NWTAC!

