



Budget and Funding Manager 086-23-2
Finance, Central Administration
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 31, 2023**, for the Budget and Funding Manager with Finance, Central Administration Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Budget and Funding Manager reports to and works under the direction and supervision of the Director of Financial Reporting & Analysis. The Budget and Funding Manager develops and maintains the funding database for Six Nations of the Grand River. Supports the budget development process and financial reporting for Six Nations of the Grand River. Responsibilities include supporting the development of the operating budget ensuring transparency, consistency, accuracy, efficiency, and effectiveness throughout the initial and revised forecasted budget cycles. In addition, this role is responsible for the financial reporting duties within the organization including analysis, monitoring, ensuring timely reporting submission, and compliance to internal and external stakeholders.

The Budget and Funding Manager works within the policies and procedures established by Six Nations of the Grand River.

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| Type | Full Time |
| Closing Date | May 31, 2023 |
| Term | Permanent |
| Hours of Work | 35 hours per week |
| Wage | \$72,000-\$82,000 |

BASIC QUALIFICATIONS:

- Bachelor's degree in Accounting, Business Administration, or related field
- Chartered Professional Accountant (CPA), or actively pursuing
- Deep knowledge and understanding of financial analysis and reporting with the federal, provincial or municipal governments
- Knowledge of Sage 300, crystal reports writing or Business Intelligence

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- High proficiency with computerized financial systems and reporting and analysis tools such as Microsoft Excel
- Ability to manage multiple projects
- Strong analytical, research, reasoning, problem-solving, and decision-making skills
- Strong communication, interpersonal and language skills
- Ability to respond positively and adapt easily to change, including reprioritization and re-planning under time constraints
- Public sector experience is a desired asset

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Budget and Funding Manager – Full Time – 086-23-2
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

SIX NATIONS OF THE GRAND RIVER

POSITION DESCRIPTION

POSITION TITLE: BUDGET & FUNDING MANAGER

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Financial Reporting & Analysis.

PURPOSE AND SCOPE OF POSITION:

Develops and maintains the funding database for Six Nations of the Grand River. Supports the budget development process and financial reporting for Six Nations of the Grand River. Responsibilities include supporting the development of the operating budget ensuring transparency, consistency, accuracy, efficiency, and effectiveness throughout the initial and revised forecasted budget cycles. In addition, this role is responsible for the financial reporting duties within the organization including analysis, monitoring, ensuring timely reporting submission, and compliance to internal and external stakeholders.

RESPONSIBILITIES:

1. TECHNICAL FUNCTIONS

- Develops and maintains the funding database for all funding agreements entered into by Six Nations
- Ensures that the reports to funders mirror the general ledger and that they are submitted on a timely fashion
- Leads the proper and timely preparation of CRA compliance reports: HST rebate
- Prepares monthly financial statements and variance analysis report
- Prepares and maintains budgets, quarterly forecasts, and modeling tools designed to assist Director of Financial Reporting & Analysis with business strategy, operations, and decision making
- Develops financial models and analyses to support strategic initiatives and opportunities.
- Prepares ad-hoc reports.

2. COMMUNICATION FUNCTIONS

- Develops and maintains a good working relationship with department heads, Financial Control Officers and operational teams to develop and maintain budgets and forecasts.
- While preparing the variance analysis, identifies errors, communicates them for corrections.
- Works collaboratively with the Director of Financial Reporting & Analysis and Director of Accounting to complete the annual audit process.

3. OTHER FUNCTIONS

- Performs other work-related duties as may be required by the Director of Financial Reporting & Analysis.

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WORKING CONDITIONS:

Work requires sound financial reporting skills; must exercise initiative and good judgment, ability to work independently; interact with diplomacy and tact; must maintain confidentiality and act in the best interests of Six Nations of the Grand River Elected Council; subject to deadlines and frequent interruptions.

WORKING RELATIONSHIPS:

With the Director of Financial Reporting & Analysis:

Receives direction, guidance and encouragement; discusses plans and priorities; provides financial information, advice and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the department.

With the Reporting Staff and Financial Control Officers:

Co-operative working relationship to maintain up to date information

With Other Six Nation of the Grand River Elected Council Staff:

Courtesy, cooperation and teamwork with all staff to improve services provided.

With External Agencies:

Maintains a close working relationship with all Provincial and Federal Ministries, Departments and Agencies through positive and co-operative communication on financial matters; maintains awareness of financial accounting practices and procedures. Maintains awareness of legislation, policy and program changes. Seeks to develop sound and professional working relationships.

KNOWLEDGE AND SKILLS:

- Bachelor's degree in Accounting, Business Administration, or related field
- Chartered Professional Accountant (CPA), or actively pursuing
- Deep knowledge and understanding of financial analysis and reporting with the federal, provincial or municipal governments
- Knowledge of Sage 300, crystal reports writing or Business Intelligence
- High proficiency with computerized financial systems and reporting and analysis tools such as Microsoft Excel
- Ability to manage multiple projects
- Strong analytical, research, reasoning, problem-solving, and decision-making skills
- Strong communication, interpersonal and language skills
- Ability to respond positively and adapt easily to change, including reprioritization and re-planning under time constraints
- Public sector experience is a desired asset

IMPACT OF ERROR:

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Errors in the fulfillment of duties could result in financial loss and legal liability; errors in conduct could lead to poor public relations and loss of credibility to Six Nations of the Grand River Elected Council.

CONTROL:

Guiding principles set by the Six Nations of the Grand River Elected Council Financial Management Policy, Six Nations of the Grand River Elected Council and/or Resolutions from the Six Nations of the Grand River Elected Council.

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