



BIGSTONE CREE NATION TRUST

P.O. Box 990
WABASCA, AB T0G 2K0

Telephone Number: 780-891-3836 Ext.293
Toll Free Number: 1-800-268-6783
Fax Number: 780-891-3888

Wabasca

Employment Opportunity

Finance Controller

Bigstone Cree Nation Trust is seeking a highly qualified person to fill the position of a Finance Controller. This individual will be responsible for providing Financial support to the Trust Administrator and must be well organized with the ability to work independently, mutli-task, possess strong work ethic and have experience with Sage and Microsoft programs.

Duties/Responsibilities

- Manage all finance and accounting operations – Accounts Payable, Bank Reconciliations
- Coordinating and directing the preparation of the budget and financial forecasts and report variances.
- Responsible for maintenance of all Trust financial records and ensure that reported results comply with general accepted accounting principles.
- Preparing and publishing timely monthly financial statements
- Support month-end and yearend processes.
- Additional Finance Controller duties as required.

Knowledge/Abilities/ and Skills:

- Strong financial background
- Meeting deadlines in a professional manner
- Excellent communication, organizational skills and strong written skills
- Speaking and/or understand our Cree language is an asset
- Must be a team player and able to work with minimal supervision

Qualification Requirements:

- Certificates/Diploma/Degree in Accounting or Finance
- Experience with all Microsoft Office programs
- Must be able to successfully work both collaboratively and independently.
- Previous financial experience is an asset
- Must have an up to date criminal record check.

Submit cover letter, resume, C.W.I.S and criminal record check to:

Romeo Cardinal, Trust Administrator

Box 990

Wabasca, AB T0G 2K0

780-891-3836 (Work) 780-319-9649 (Cell)

Email: Romeo.Cardinal@bigstone.ca

Closing Date for this Employment Opportunity will be: June 14, 2024

Posted on May 31, 2024

Thank-you in advance for all the applicants. Only applicants that meet the criteria will be contacted for an interview.