



ᐃᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱ  
Cree Nation Government  
**BOARD OF COMPENSATION**  
Gouvernement de la Nation Crie  
**BUREAU D'INDEMNITÉ**

203, Opémiska Meskino, P.O. Box 1166, Oujé-Bougoumou (Québec) G0W 3C0  
Tél.: (418) 745-3931 Fax: (418) 745-3844

Cree Compagnie  
Regional des entreprises  
Economic Cries  
Enterprises de développement  
Company économique  
(Cree Co.) (Cree Co.)  
Inc. inc.



Please Post. Thank you!

## EMPLOYMENT OPPORTUNITY

**Position:** Chief Financial Officer **Location:** Ouje-Bougoumou (QC) **Status:** Full-time, Permanent

The Board of Compensation and the Cree Regional Economic Enterprises Company (CREECO) Inc. are currently seeking an experienced individual for the position of **Chief Financial Officer**. Under the supervision of the Chief Operating Officer, the Chief Financial Officer plans and administers accounting systems to provide records of assets, liabilities and financial transactions of the Board of Compensation and CREECO.

### GENERAL DUTIES AND RESPONSIBILITIES

- Coordinates the accounting systems of the Board of Compensation and CREECO;
- Prepares budgets, advises on financial situation and issues;
- Maintains accounts or supervises staff in bookkeeping activities such as cash disbursements, meeting, travel and transportation expenses, payroll, taxes, insurance charges, overhead expenses, and receipts from various parties/entities;
- Monitors expenditures or credits on contracts in progress or service agreements;
- Provides computer analysis of various projects or accounts;
- Monitors all accounts to reduce delinquencies on accounts receivables;
- Prepares financial statements for presentation to management committee and Board of Directors (on a monthly, quarterly, & yearly basis);
- Ensures all necessary accounting information and documentation related to the annual audits of the Board of Compensation and CREECO are prepared;
- Carries out analysis of financial statements, identifies weaknesses and responds to resolve issues requiring action;
- Monitors investments;
- Oversees the cash accounts on a weekly and monthly basis;
- Contributes and participates on a wide range of special projects;
- Monitors expenses incurred compared to budgets and reports;
- Calculates interest charges to update files on loans and credit margins;
- Prepares repayment schedules for loans to bands and/or entities and monitors same;
- Prepares and reviews sales tax returns;
- Ensures the corporate tax is carried out;
- Supervises, assists, and trains accounting personnel;
- Works in collaboration with IT to identify BOC/CREECO needs that would be applicable to the organizations to run smoothly;
- Performs any other related tasks as required from time to time.

### GENERAL CONDITIONS AND QUALIFICATIONS

- The successful candidate must have a University Degree or Cegep diploma in the related field of business or accounting;
- Position is open to all, with a preference to Cree beneficiaries;
- Knowledge of accounting systems;
- Good communication skills, both spoken and written English, Cree and/or French would be an asset;
- Ability to work with computer system software such as Excel and spreadsheets; and
- Capacity to work efficiently with minimum supervision.

### EMPLOYMENT CONDITIONS

Remuneration for the above position shall commensurate with qualifications and experience. Qualified Cree beneficiaries will be given preference. Salary range: \$95,000-\$120,000 per annum plus special allowance.

### DEADLINE: **(PLEASE NOTE REVISED DATES)**

Please forward application with resume on or before **September 1, 2018 at 5:00 p.m.** to:

**Mr. Rusty Cheezo, Chairman/President, Board of Compensation/CREECO**

203 Opémiska Meskino, Box 1166, Ouje-Bougoumou (QC) G0W 3C0

**VIA EMAIL: [emark@boc-creeco.ca](mailto:emark@boc-creeco.ca) or by Fax: 418-745-3844**

*Interviews will be scheduled for **September 5, 2018***