



Finance Coordinator
Clear Hills Youth Treatment Centre

The Clear Hills Youth Treatment Centre is a distinctive healing and treatment program based on First Nation culture, ceremony, traditions, songs, and land-based teachings. Opening in 2022, the youth treatment centre will support Indigenous youth across Turtle Island. The Finance Coordinator plays a critical role in developing strategies that assist in accomplishing the financial objectives, financial accountability, and financial transparency of the Clear Hills Youth Treatment Center and stakeholders. Reporting to the Executive Director, this role is primarily responsible for executing the daily financial activities that are in compliance and alignment with the organizational, federal, and provincial financial standards. This includes preparing financial statements and coordinating pertinent information for the Executive Director, the Board and the external accounting firm and auditors. Abiding by the philosophies of *Wâhkôhtowin* and in consultation with the Executive Director and the Board of Clear Hills Youth Treatment Centre, the Finance Coordinator will evaluate the funds required for new projects and the risk involved, as well as assess and modify organizational financial processes to ensure the success of the youth treatment centre.

Wâhkôhtowin is the core of what we do.

WORK LOCATION:

Clear Hills Youth Treatment Centre in Horse Lake Territory

QUALIFICATIONS:

- Undergraduate degree in Accounting, Finance, Economics, or related field
- Minimum of 2 years related work experience
- Detailed knowledge of Financial Management policies and procedures
- Strong analytical and financial monitoring skills
- Ability to write and develop financial reports and applicable materials
- Detailed knowledge of laws and regulations pertaining to payroll processes
- Detailed knowledge of principles and practices of public administration applicable to a local agency
- Experience in the public or non-profit sector
- Accounting designation or in the process of attaining the designation preferred (AFOA, CPA, CA, CMA, CGA)

REQUIREMENTS

- Provide proof of credentials
- Implement and abide by the policy and procedures of the Clear Hills Youth Treatment Centre
- Computer proficiency in using MS Office Suite, Google applications, email, other software programs, and proficiency in cash management
- Valid driver's license

Interested applicants are to email resumes with:

- Cover letter and resume, including your Spirit Name, if you have been gifted one
- Current (within 6 months) Clear Intervention Record Check
- Current (within 6 months) Clear Criminal Record Check with vulnerable sector
- 3 references (at least 1 reference from previous employer)

The Finance Coordinator Job Description is available upon request at the email below.

Attention: clearhillsyouthcenter@horselakefn.ca

Application Deadline: February 4, 2022

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Thank you for your interest, however, only those who are selected for an interview will be contacted.