

Jeannie Bird Clinic,
Lac La Ronge Indian Band
Health Services Department
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La Ronge SK, S0J 1L0
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Lac La Ronge Indian Band Health Services Department

EMPLOYMENT OPPORTUNITY

1 – Permanent Full Time

FINANCE & ADMINISTRATION MANAGER

OPEN COMPETITION

For the Community of La Ronge

Lac La Ronge Indian Band Health Services Department is now inviting applications for (1) Permanent Full Time, Administration & Finance Manager to work in the community of La Ronge, under the supervision of the Health Director. This position contributes to the overall success of the organization by effectively managing all administrative and financial tasks for the organization.

Duties:

- Focus on directing and supporting the financial planning, monitoring and implementation of programs;
- Monitoring existing internal controls and ensuring internal controls are operating effectively; reviewing internal controls continuously to ensure efficiency is maximized and risks are mitigated;
- Ensure effective day to day management of their unit by conducting meetings to review program and organizational strategic goals & objectives;
- Ensure the development of unit annual work performance plans based on the identified strategic plan for the positions supervised;
- Develop and implement policies and procedures to ensure financial information is secure and stored in compliance with current legislation;
- Manage financial planning and forecasting in consultation with the Health Director;
- Responsible for accurate and timely financial statements and budgeting, liaising with the external auditors;
- Ensure timely management and program reports;
- Knowledge of managing a Health Funding program and completing reports as required to funding agencies;
- Other duties as assigned by supervisor and/or designate;

Qualifications:

- Minimum a bachelor's Degree in Administration, specializing in Finance/Accounting or equivalent;
- CGA or CMA is an asset – Must be willing to obtain CGA/CMA designation;
- Experience interpreting and managing First Nation/ or community based funding agreements
- Must have 3 or more years of managerial experience; Experience and knowledge with computers and office equipment;
- Advanced proficiency with AccPac accounting software;
- Excellent interpersonal, organizational, problem solving & public relation skills;
- Able to maintain healthy and eternal relationships with the internal & external stakeholders and government agencies;
- Experience working with First Nations communities is an asset;
- Ability to speak/understand Cree and/or knowledge of Cree Culture is an asset;
- Excellent verbal, written communication and public relations skills;
- Satisfactory Criminal Record & Drivers Record Checks;
- Must be bondable
- Must have a valid driver's license;

Salary: *Depending on Education and Experience*

Benefits: LLRIBHS offers a comprehensive salary and benefits package such as recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

Deadline: *Until Suitable candidate is found*

To Apply: Submit cover letter and resume to Human Resources, Lac La Ronge Indian Band Health Services, Box 1770, La Ronge, SK S0J 1L0

Email to: hr@llribhs.ca

Phone: 306 – 425 – 1167 **Fax:** 306 – 425 – 2170

Or Visit: <https://llrib.bamboohr.co.uk/jobs/> or www.llribhs.org www.llrib.com

Please note that only those who submit a complete application that includes a cover letter, resume, & three (3) work- related references, excluding Chief and Council, at least one (1) reference must be from your current or most recent employer will be considered. LLRIBHS thanks all applicants; however, only those candidates selected for an interview will be contacted.