



CREE NATION OF CHISASIBI

P.O. Box 150

Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: FINANCIAL ANALYST

DEPARTMENT: FINANCE

CORE FUNCTION:

Under the supervision of the Coordinator of Finance, the Financial Analyst is responsible for analyzing financial data, maintaining accounting records, and producing accurate monthly and annual financial statements for all departments of the Cree Nation of Chisasibi. The Analyst ensures the integrity and reliability of financial information while supporting sound financial decision-making.

KEY RESPONSIBILITIES:

- Prepare and post journal entries and reconcile general ledger accounts
- Maintain and analyze trial balances and departmental ledgers
- Produce monthly financial statements and other departmental financial reports
- Analyze administrative and operational expenses across departments
- Reconcile supplier statements and resolve discrepancies
- Assist in preparing working papers and documentation for the annual audit
- Help department heads with funding applications and the preparation of financial reports for funding agencies
- Maintain effective relationships with internal departments and external stakeholders
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.



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- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform other related duties as assigned by the Coordinator of Finance

QUALIFICATIONS

Education:

- Bachelor's Degree in Accounting, Finance, or a related field (required)

Experience:

- Minimum of 5 years of experience in accounting or financial analysis roles
- Strong proficiency in Sage 300 (required)
- Proficiency in Microsoft Excel and Word

Skills & Attributes:

- Excellent analytical and problem-solving abilities
- Attention to detail with a high degree of accuracy
- Strong organizational skills and ability to meet deadlines
- Effective communication and interpersonal skills
- Professionalism, discretion, and a commitment to confidentiality

EMPLOYMENT CONDITIONS:

- **Type:** Permanent, Full-Time
- **Schedule:** 35 hours per week (occasional overtime and weekend work may be required)
- **Salary Range:** \$80,000 – \$97,000 annually, based on qualifications and experience



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PLEASE NOTE: when submitting your resume, please include copies of all Diplomas, Certificates, Valid Driver's License and Indian Status Card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: April 25, 2025
End of Posting: May 12, 2025

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 P.M.