



## **Employment Opportunity**

### **Abegweit First Nation - Senior Operations Officer**

**Location:** Scotchfort, PE

**Hours of work:** Full-time 40 hours per week

Reporting to the Band Administrator the Senior Operations Officer will be responsible for enhancing the internal organization processes and infrastructure that will allow Abegweit First Nation to continue to grow and to fulfill its mission and expand its scope. The Senior Operations Officer will manage the following functions:

#### **Financial Management and Oversight**

- Supervise the Director of Finance while managing and overseeing all financial and business planning activities, including:
- Direct and administer all financial plans, working with program directors and business managers
- Oversee business policies and accounting practices
- Review and analyze financial reports
- Support and advise the Band Administrator in decision making
- Lead and support organizational budgeting process
- Coordinate and oversee funding proposals and applications
- Oversee reporting and monitoring of organizational performance indicators
- Provide overall financial oversight and monitoring
- Assist with audit preparation
- Ensure that relevant financial data is presented to the Band Administrator, Council, and senior management team, as required.

#### **Human Resources**

- Manage and oversee the human resource functions, including:
- Recruitment, hiring, and compensation
- Benefits administration and oversight
- Professional training and development, including new employee orientation
- Retention and succession strategies
- Regulatory oversight and legal compliance
- Ensuring that the human resource function is properly resourced and represented within the senior management team.

#### **Operations**

- Oversee risk management and regulatory activities: letters of agreement, contracts, leases, and basic legal documents and agreements
- Business insurance: procurement, monitoring and management
- Information technology – ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware, software, and applications
- Organizational reporting and monitoring: provide guidance and leadership through management of the reporting process
- Office management: oversee administrative functions for all Abegweit offices, including reception services
- External Entities: working with the Band Administrator to provide management and oversight of entities related to the Abegweit First Nation

#### **Qualifications**

- Minimum of a Bachelor Degree, CPA designation or equivalent
- Strong operational and finance experience relating to operational/administrative management

- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources, information technology, and other administrative functions
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programming work that involve high levels of collaboration
- Excellent people skills, with an ability to partner with a dynamic leadership team
- Personal qualities of integrity, credibility, and commitment to the mission of Abegweit First Nation
- Flexible and able to multi-task; can work within a dynamic, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Must be comfortable and skilled at working in a cross-cultural setting
- Experience working with First Nation community in the area of finance would be an asset

While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No interview or relocation costs will be provided.

- ⇒ Salary to commensurate with relevant education and experience.
- ⇒ Closing date for applications is **March 8, 2019 at 3pm.**
- ⇒ Please email your resume and cover letter to [jenene@abegweit.ca](mailto:jenene@abegweit.ca) or mail to: Jenene Wooldridge, Director of Operations, Abegweit First Nation, PO Box 36, Mount Stewart, PE COA 1T0