



Chippewas of RAMA
First Nation



Employment Opportunity

Job Title: **Financial Controller**
Job Code: FIN
Department: Operations - Rama Gaming Centre
Reports to: Chief Financial Officer

Date Posted: 16-Oct-19
Date Closed: 30-Oct-19
(5:00 pm)

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time annual contract.

Availability & Term:

Remuneration: \$75,000 to \$95,000 per year

JOB PURPOSE/SUMMARY

The Controller will be responsible for all Accounting, Administrative and Performance Management functions.

QUALIFICATIONS

- Education:**
- CPA accounting designation or equivalent education & experience.
- Skills and Abilities:**
- Strong computer skills to include effective working knowledge of Microsoft Office products and accounting software.
 - Strong written and verbal communication skills required.
 - Self-motivated and able to maintain strict deadlines for closing processes and project timelines.
 - Requires the knowledge, skills, and abilities to work with computers, AV systems, player tracking card systems, gaming devices, safety equipment, etc.
 - Strong leadership skills and customer service orientation required.
 - Must be able to work effectively with peers, staff members, and regulatory agency personnel.
 - Ability to solve problems and deal with a variety of situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Experience:**
- Five years of work experience as an accountant with companies with multiple businesses.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated:

9-Jul-19

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Reports to:	Chief Financial Officer

JOB PURPOSE/SUMMARY

The Controller will be responsible for all Accounting, Administrative and Performance Management functions.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- As a key team member, you will be required to learn all channels of the business – bingo, E-bingo games, Food and Beverage.
- You will be required to occasionally take shifts in each area as required and must be able to accommodate shifts in the day, night, on weekends and holidays as required.
- Manage all accounting operations including billing, payroll, AR, AP and preparation of a monthly financial reporting package.
- Responsible for completing and overseeing full cycle accounting duties including monthly reconciliations, HST filings, reviewing and processing journal entries, monitoring schedules etc.
- Build strong customer relationships and deliver excellent customer service.
- Ensure best practices are employed within the financial, administrative departments, playing an active role in designing and implementing new processes.
- Take an active role in business planning by engaging all levels of the operations team to obtain a deeper understanding of the business.
- Design and maintain performance metrics and incentives to ensure that success is measured and rewarded.
- Provide full analytical support for new business endeavors and strategic counsel on major financial decisions.
- Educate and mentor staff and peers on financial performance and KPIs to drive a culture of cost ownership.
- Ensures compliance with all applicable regulations, laws, internal policies/procedures, and control protocols.
- Develop financial strategy, including risk minimization.
- Cash flow management.
- Improving efficiencies and reducing costs across the business.
- Ensuring compliance with statutory law and financial regulations.
- Developing financial reviews and financial planning and analysis.
- Oversee and review preparation of payroll and accounts payable.
- Performs other related duties as may be assigned and various special projects.
- Willingness to travel.