SALARY:$90,400.00-$113,000.00 per annum

POSITION TYPE: Full-Time Permanent - 35 hours per week

SECURITY CLEARANCE: Police Record Check Required upon Offer

DESIRED EDUCATION: Post-Secondary

DESIRED EXPERIENCE: 5+ Years

**CONTROLLER**

**SUMMARY**

Reporting to the Director of Finance, the Controller plays a pivotal role in managing the financial operations of the Six Nations of the Grand River Development Corporation and the Economic Development Trust (collectively referred to as the SNGRDC Group). The Controller prepares and analyzes financial statements, reports, and forecasts for internal and external stakeholders, as well as provide financial data to guide decision-making. In addition, the incumbent must follow all Canadian accounting standards, adheres to all relevant financial regulations and laws, and all board-approved policies. The Controller ensures accuracy and transparency in all financial reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* **Financial Reporting:**
  + Prepare and analyze financial statements and reports for internal and external stakeholders.
  + Ensure month-end and year-end processes are completed accurately and on time.
  + Assist in audit-related tasks with external auditors.
* **Financial Operations:**
  + Oversee accounting entries and reconciliations ensuring accuracy.
  + Perform corporate consolidations.
  + Gather and submit information for annual organization tax returns.
* **Financial Planning and Analysis:**
  + Develop and maintain financial models.
  + Assist with yearly budgeting and forecasting.
  + Record and track grant funding and expenditures.
* **Payroll:**
  + Ensure accurate and timely compensation for employees.
* **Team Collaboration:**
  + Support day-to-day operations of the Finance Department.
  + Collaborate with the Executive Leadership Team to enhance financial processes.
  + Provide support to other departments as needed.

**ADDITIONAL SKILLS AND ABILITIES**

* **Technical Proficiency:** Advanced skills in Microsoft Office, particularly Excel, and experience with financial systems.
* **Financial Acumen:** Knowledge of financial strategies and ability to translate, interpret and communicate complex financial information for non-financial stakeholders.
* **Organizational Skills:** Strong time management, multitasking abilities and attention to detail for a fast-paced environment.
* **Communication:** Excellent interpersonal and presentation skills, with the ability to communicate effectively with internal and external stakeholders.
* **Problem-Solving:** Strong analytical and problem-solving skills, with a proactive approach to identifying, address issues with accurate solutions.
* **Confidentiality:** Ability to maintain confidentiality and handle sensitive information appropriately.

**MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS**

* Post-Secondary degree/diploma in Accounting, Finance, Business Administration, or related field, or equivalent work experience.
* 5+ years of Finance-related work experience.
* Intermediate to advanced proficiency with Microsoft Excel.
* Experience with Sage Intacct accounting software system preferred.
* Knowledge and experience in Canadian accounting standards.
* Experience in preparing operational and capital budgets.

**IMPACT OF ERROR**

Errors in judgment may lead to loss of credibility, poor public relations, and potential legal liabilities for the Six Nations of the Grand River Development Corporation.

**CULTURE**

The Development Corporation aims to enhance the economic well-being of the Six Nations community while preserving its cultural values and integrity.

**EXTERNAL/INTERNAL RELATIONSHIP**

Interacts with various stakeholders, including community members, contractors, government agencies, council members, and internal departments.

**WORK ENVIRONMENT**

* This position requires normal physical effort.
* This position requires normal visual/sensory effort.
* This position typically operates in a generally agreeable work environment.
* Mental Stress: There is regular deadline pressure from various sources.

**DIMENSIONS (FINANCIAL/STAFF)**

* Oversees up to 2 direct reports
* Responsible for maintaining positive employer/employee relationships**.**

**REPORTS TO**

Director of Finance

**LOCATION**

Ohsweken, Ontario. Candidates must have access to a vehicle as public transportation routes are limited. Hybrid work schedule available.

**ACCOMMODATIONS**

At Six Nations of the Grand River, we are committed to diversity and inclusion as we continue and expand our efforts to become a more inclusive, safe, and respectful workplace. Human Resources will accommodate any needs under the Ontario *Human Rights Code* (OHRC) and the *Accessibility for Ontarians with Disabilities Act* (AODA). Recruitment processes will be modified to remove barriers to accommodate those with disabilities, as may be requested and/or required by law.  If you require accommodation during any phase of the recruitment and selection process, please reach out to Human Resources at [hrdept@sndevcorp.ca](mailto:hrdept@sndevcorp.ca).

**NOTE: If you are unable to apply through the website, resumes can be dropped off at the Administration building between 9:00am and 4:00pm Monday-Friday.**

**BENEFITS TO WORKING AT SNGRDC**

* Extended health and dental benefits
* Pension
* Incentive programs
* Performance-based merit increases
* Team member recognition program
* Comprehensive paid time off
* Hybrid work schedule
* Education reimbursement
* Company mentorship program
* Employee and family assistance plan
* Training opportunities
* Corporate events