



**Siksika Family Services Corporation  
Siksika Resource Centre  
Executive Director/CFO - P/FT  
Posting Closes – December 15, 2021**



**OVERVIEW:**

Reporting directly to the Chief Executive Officer, the Executive Director/CFO is responsible for the successful leadership, overall management, and operations of an integrated delivery system that supports Siksika Family Services (SFS). Corporate areas include Finance, Human Resources, Communications, IT, Safety and Facility services. The Executive Director/CFO works closely with their management team, developing, driving, and implementing key strategies in alignment of SFS Strategic Plan to ensure a high level of service and support is provided to the SFS and the community.

**RESPONSIBILITIES:**

- Leading and facilitating operational and strategic teams in the planning, delivery and evaluation of high-quality programs and services within the community.
- Provide leadership to the SFSC Corporate division
- Overall accountability for the development, recommendation, and control of the SFSC's financial plans, budgets (annual and multiyear) and funding agreements in accordance with the Strategic plan direction, and on the goals and objectives set by the Board.
- Provide strategic management of the accounting and finance functions.
- Identifying and managing business risks and insurance requirements.
- In participation with the CEO and Board, participate in on-going community planning that includes strategic community planning, improving operations and program delivery.
- Develop and maintain working relationships with the community, other levels of government and other stakeholders.
- Interpret and apply applicable legislation, regulations, and agreements.
- Provide strong leadership and conflict resolution skills
- Possess ability to influence and use judgement in decision-making

**QUALIFICATIONS/EXPERIENCE:**

- Master's Degree in business administration.
- Bachelor's Degree will be considered, with appropriate experience.
- Minimum 10 years experience in accounting or finance.
- Minimum 5 years in a management role
- CPA designation
- Knowledge of Aboriginal or Siksika Culture, language, and history. Ability to speak Blackfoot is an asset.
- Excellent time management and problem-solving skills.
- Effective verbal and written communication skills.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **Please quote position and competition number 065-2021 on Cover letter.**

**IMPORTANT:** All applicants must include the following:

1. *Degree/Diploma/Certificates and/or related supporting documents.*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Driver's Licence*

**PLEASE NOTE:** Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights

SFS thanks all applicants, but only those selected for an interview will be contacted.