



Saddle Lake Cree Nation

Box 100, Saddle Lake, AB T0A-3T0
780-726-3829
www.slc125.ca * Inquiries@saddlelake.ca

EMPLOYMENT OPPORTUNITY

POSITION TITLE: FINANCIAL CONTROLLER
DEPARTMENT: FINANCE
OFFICE LOCATION: SADDLE LAKE CREE NATION FINANCE OFFICE
PHONE: 780-726-3829
REPORTING: TRIBAL ADMINISTRATOR
INDIRECT: CHIEF AND COUNCIL, AS REQUIRED

GENERAL PURPOSE OF POSITION:

The Financial Controller is responsible for overseeing the financial operations of Saddle Lake Cree Nation. This position ensures financial records are accurate, budgets and spending are monitored, and financial policies and funding requirements are followed.

The Financial Controller works closely with the Tribal Administrator, Chief and Council, Program Directors, Managers, and Finance staff and provides financial information and advice as required.

BASIC ABILITIES:

- Ability to read, understand, and explain financial statements, budgets, funding agreements, and policies
- Ability to oversee and support Finance staff
- Ability to identify financial concerns, overspending, and areas of risk
- Ability to communicate clearly with leadership, Directors, Managers, staff, membership, and outside organizations
- Ability to apply financial policies fairly and consistently
- Ability to maintain confidentiality and handle sensitive financial information
- Ability to work independently, make sound decisions, and follow through on responsibilities
- Ability to work with different personalities while remaining professional and respectful
- Ability to use accounting systems, including Sage 300
- Strong understanding of budgeting, accounting, financial reporting, and internal controls

RESPONSIBILITIES:

- Oversee the daily operations of the Finance Department and provide direction to Finance staff
- Monitor program and department budgets, spending, funding balances, and overall financial activity
- Work with Program Directors and Managers to review budgets and address financial concerns, overspending, or deficits
- Ensure expenditures follow approved budgets, financial policies, funding agreements, and proper approval processes
- Oversee accounts payable, accounts receivable, payroll, general ledger, bank reconciliations, and other accounting functions
- Prepare and review financial reports for the Tribal Administrator, Chief and Council, Program Directors, and Managers
- Coordinate the annual budgeting process, year-end financial work, and external audit
- Monitor federal funding agreements, financial reporting requirements, and deadlines
- Monitor financial activity involving Saddle Lake Cree Nation trusts, corporations, and related entities
- Oversee financial records relating to capital assets, land-related financial matters, and major projects



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- Review financial transactions and identify unusual activity, unsupported spending, or other areas of concern
- Maintain and improve financial procedures and internal controls
- Oversee the use of Sage 300 and ensure financial information is entered accurately and kept up to date
- Work with auditors, financial institutions, federal departments, and professional advisors as required
- Provide financial advice and recommendations to the Tribal Administrator and Chief and Council
- Carry out other financial duties as assigned by the Tribal Administrator

JOB DIFFICULTIES:

- Managing multiple programs, funding sources, accounts, and reporting deadlines
- Addressing overspending, deficits, incomplete documentation, and other financial concerns
- Having difficult financial discussions when spending does not meet policy, budget, or funding requirements
- Balancing the needs of programs while maintaining consistent financial controls
- Working under pressure during audits, year-end, budgeting, and reporting periods
- Maintaining confidentiality and professionalism when dealing with sensitive financial matters

JOB ROUTINE:

Daily:

- Oversee Finance Department operations and staff
- Review financial activity, transactions, and requests
- Respond to financial questions from Administration, programs, and departments
- Monitor issues requiring follow-up or financial review

Weekly/Regularly:

- Review program and department spending and budget balances
- Meet with the Tribal Administrator, Directors, Managers, and Finance staff as required
- Review reconciliations, accounts, outstanding items, and financial reports
- Follow up on funding, reporting, audit, or compliance matters

Monthly/Quarterly:

- Prepare and review financial reports
- Review budget variances, deficits, and projected spending
- Report significant financial concerns to the Tribal Administrator
- Prepare financial information for Chief and Council as required

Annually:

- Coordinate annual budgets and year-end
- Coordinate and prepare for the external audit
- Review financial procedures and internal controls
- Assist with annual federal and other required financial reporting

JOB ACCOUNTABILITY AND EFFECT:

- Accurate financial reporting is essential to the financial management of Saddle Lake Cree Nation
- Strong financial controls help protect Nation funds and ensure funding is used for its approved purpose
- Failure to identify overspending, deficits, reporting issues, or financial risks may affect programs and the overall financial position of the Nation



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- The Financial Controller is expected to raise financial concerns when they arise and provide clear information to the Tribal Administrator
- Financial policies and procedures must be applied fairly and consistently across programs and departments

PERSONAL SUITABILITY:

- Dependable and accountable
- Professional and respectful
- Approachable and able to work well with others
- Able to accept responsibility for decisions and work completed
- Willing to follow and consistently apply established policies and procedures
- Able to address concerns respectfully, even when conversations may be difficult
- Able to maintain confidentiality and professional boundaries
- Demonstrates good judgment and integrity
- Able to work with leadership, management, staff, and membership in a fair and respectful manner

BASIC REQUIREMENTS:

EDUCATION:

- Diploma or degree in **Accounting, Finance, Business Administration with an accounting focus, or a related field**
- **CPA designation is preferred**
- Applicants working toward a CPA designation may also be considered
- A combination of relevant post-secondary education and **senior-level accounting or financial management experience** may be considered
- Education or training in **financial accounting, budgeting, financial reporting, auditing, and internal controls**
- Training or knowledge related to **federal funding agreements, contribution agreements, and financial reporting requirements** is considered an asset
- Training or knowledge in **corporate and trust accounting** is considered an asset
- Training in **financial management systems or accounting software**, including Sage 300, is considered an asset
- Ongoing professional development in accounting, finance, management, or financial governance is considered an asset

SKILLS:

- Strong accounting, budgeting, and financial reporting skills
- Strong understanding of financial controls and financial policies
- Ability to read and understand funding agreements, budgets, policies, and financial reports
- Strong written and verbal communication skills
- Leadership and staff supervision skills
- Strong organization, time management, and problem-solving skills
- Computer and accounting software knowledge
- Sage 300 knowledge is considered an asset
- Ability to communicate financial information in a way that is clear and understandable

EXPERIENCE:

- **Minimum five (5) years of progressive accounting or financial management experience**
- Experience in a **senior, supervisory, or financial leadership role**
- Experience preparing and managing organizational and program budgets
- Experience preparing financial statements, reports, forecasts, and year-end information
- Experience with audit preparation and working with external auditors
- Experience supervising or providing direction to Finance staff
- Experience working with federal funding agreements and reporting requirements is considered an asset
- Experience working within First Nation administration is considered an asset
- Experience working with trusts, corporations, or multiple funding sources is considered an asset



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HOW TO APPLY:

Please submit the following documents electronically:

- Resume
- Cover letter
- Current criminal record check
- Three (3) employment references from former employers

Submit applications to:

Sam Cardinal
Tribal Administrator
sam.cardinal@saddlelake.ca

****ONLY THOSE SELECTED WILL BE NOTIFIED****

DATE POSTED:
October 7, 2026

APPLICATION DEADLINE:
November 6, 2026

INTERVIEW DATE:
November 12, 2026