



Finance Manager

About Us

Halifax (Kjipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) July 15 to 23, 2023, which was postponed in 2020. NAIG 2023 will welcome approximately 5,000 Indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. NAIG 2023 has the opportunity to have about 3,000 volunteers in a celebration of Indigenous sport and culture across 17 sports and 7 days of cultural celebrations. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity.

Our Opportunity

Reporting directly to the CEO, the Manager of finance is responsible for the management of the finances for the 2023 North American Indigenous Games and will report directly to the CEO.

Role and Responsibilities:

- Responsible for the accurate and timely accounting and budget monitoring of the Games; including but not limited to, day to day bookkeeping, invoice preparation, processing and payment, Accounts Receivable, bank deposits, cash reconciliation, administration of hold back/change orders and/or discrepancies.
- Meet financial deadlines with accurate information for monthly financial statements, divisional cost centre statements and budget reviews.
- Update, maintain and enforce financial policies and procedures.
- Maintain an organized and comprehensive financial data management system.
- Create and update chart of accounts as required.
- Maintain historical financial data for use as archival material at Games conclusion.
- Support CEO, senior management and staff with development and productions of reports as an aid to manage and organise the department budgets.
- Assist with the tendering process and coordinates the production of purchase orders, contracts; including those being operated by third parties ex. Broadcasting and sport equipment.

**2023 JEUX
AUTOCHTONES**
de l'Amérique du nord
HALIFAX • NOUVELLE ÉCOSSE



North American
**INDIGENOUS
GAMES 2023**
HALIFAX • NOVA SCOTIA

- Ensure all policies for authorization and processes for procurement are followed.
- Responsible for year-end audit preparation.
- Supervising and guiding the accounting team.
- Coordinate with the logistics team to organize the shipping and asset management of Games equipment, goods and assets.
- Other duties as reasonably required. Due to the nature of our organization, and especially during the time leading up to, and during the actual Games, all staff will be required to act in capacities beyond their formal job description.

Qualifications

- Diploma or undergraduate degree in finance or business field or professional designation considered an asset
- Five (5) or more years in a supervisory financial position
- Proven proficiency in Quickbooks or comparable accounting management software

Technical/ Job Specific

- Exercise administrative judgment and assume responsibility for decisions made within the confines of the operating plans and budget
- Strong working knowledge of the Microsoft Suite
- Strong attention to detail
- Ability to work in a fast paced environment
- Excellent interpersonal skills and team work ethic
- Ability to prioritize workload and meet deadlines
- Must be a self-starter who can work independently and have good decision making skills

Working Conditions

- Anticipated start date: Early January 2022
- Flexibility in hours
- Own reliable transportation required, including a valid Class 5 license
- Satisfactory criminal record check and Child Abuse Registry Check must be provided prior to the commencement of the contract.
- Eligible to work in Canada



Competencies

Analytical Thinking, Decision Making, Networking/Relationship Building, Managing Change, Values & Ethics, Valuing Diversity, Teamwork & Cooperation, and Organization and Planning, Adaptability & Flexibility

Work Status:

Temporary full time contract up to August 2023.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$65,000 - \$80,000 per annum.

Closing Date:

Applications will be received up to midnight on **Nov 26, 2021**

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the recruiter when invited to the recruitment process.

To apply or any questions regarding this position can be directed to Laura Seaboyer at Careers@naig2023.com

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.