



**Permanent Full Time
Director of Corporate Services and Finance**

Date Posted: December 12, 2024

Closing Date: January 6, 2024

Role: Permanent Full Time

Location: Edmonton

Rate of Pay: Commensurate with experience, qualifications and education

Reports To: Executive Director

Position Overview:

The Metis Settlements General Council (MSGC) is seeking a highly motivated, strategic, and experienced professional to serve as the **Director of Corporate Services and Finance**. This leadership role is pivotal in overseeing the organization's financial management, corporate services, and administrative operations, ensuring alignment with MSGC's strategic directions serving Metis Settlement leaders and members.

Key Responsibilities:

1. Financial Management and Strategy

- Develop, implement, and monitor the financial strategies and budgets to ensure financial sustainability and alignment with organizational goals.
- Oversee accounting, payroll, financial reporting, and internal controls.
- Prepare and present accurate financial statements, forecasts, and reports to the General Council and stakeholders.
- Ensure compliance with applicable financial regulations, policies, and best practices.
- Collaborate on investment income, funding agreements, and financial planning initiatives to support the MSGC's goals and objectives.

2. Corporate Services Leadership

- Oversee corporate services, including human resources, information technology, facilities management, records management, and procurement.
- Assist in developing and implementing policies, systems, and procedures to enhance operational efficiency.
- Manage and mentor a team of corporate service professionals, fostering a culture of collaboration, accountability, and excellence.

3. Governance and Compliance

- Support the General Council with strategic planning, governance, and policy development.



- Ensure adherence to legislative requirements, including labour laws, financial reporting standards, and other relevant regulations (ex. FOIP, ATIP and Privacy)
- Serve as a key liaison with auditors, legal advisors, and government agencies.

4. Stakeholder Engagement

- Represent the MSGC in discussions regarding funding, partnerships, and collaborative opportunities.
- Facilitate transparent communication and reporting to the General Council, Metis Settlements, and Metis Settlement members.
- Collaborate and manage accurate, timely and efficient reporting for funders and partners according to grant agreements.

5. Strategic Planning and Organizational Development

- Collaborate with MSGC leadership to develop and execute long-term strategic plans.
- Identify and implement opportunities for innovation and improvement in service delivery and operations.
- Monitor and report on organizational performance against established goals and objectives.

Qualifications:

- A CPA designation is preferred; consideration will be given to designation equivalency (ex. Advanced degree in Finance, Accounting, Business Administration, or a related field).
- Minimum of 8-10 years of progressive leadership experience in finance and corporate services, preferably in a not-for-profit or public-sector environment.
- Strong knowledge of financial management, corporate governance, and compliance requirements.
- Demonstrated ability to lead and develop high-performing teams.
- Excellent communication, negotiation, and stakeholder management skills.
- Experience working with Metis Settlements is preferred; experience working with Indigenous communities or organizations is highly desirable.
- Experience working in a fast-paced, dynamic, politically-sensitive environment.

Competencies:

- Strategic thinker with the ability to align financial and operational goals with organizational priorities.
- Political acumen, with exceptional level of discretion and confidentiality.



- Proficiency in oil and gas accounting.
- Proficiency in financial software and tools (QuickBooks preferred), as well as Microsoft Office Suite.
- Strong analytical skills and attention to detail.
- Ability to navigate complex challenges and provide innovative solutions.
- Cultural competency and respect for Metis Settlements traditions, values, and perspectives.

Condition of Employment:

- Willing to provide a minimum of two professional references.
- Willing to undergo a Criminal Record Check

Compensation and Benefits:

The MSGC offers a competitive salary and benefits package, commensurate with qualifications and experience.

Application Process:

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and interest in the role.

Applications should be sent to execdir@msgc.ca by January 6, 2025 by 12:00pm MT.

About the MSGC:

The Metis Settlements General Council is the central governing authority for the eight Metis Settlements in Alberta. Committed to advancing the interests and well-being of Metis Settlement people, the Metis Settlements General Council is guided by two elected Executive who oversee the work to support Council and the Board of Directors in making governance decisions on behalf of the communities.

Join our team and make a meaningful impact in strengthening the future of our Metis Settlements!

**We thank all candidates for your interest.
Only those selected for an interview will be contacted.**