



PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



**Job Title:** Chief Financial Officer  
**Department:** Finance  
**Status:** Permanent Full-Time  
**Salary:** \$99,666.35 to \$119,798.92  
**Closing Date:** Until Filled

## JOB SUMMARY

Reporting to the Haa Shaa du Hen /Deputy Haa Shaa du Hen and Executive Council, the **Chief Financial Officer** is responsible for planning, organizing and overseeing the management of C/TFN Finance and Administration activities

## DUTIES AND RESPONSIBILITIES

- Assume a lead role in analyzing and exploring means of reducing operating costs and increasing revenues based on knowledge of market trends, financial reports, and operating procedures
- Oversee operations of the Finance, set goals and objectives
- Assume responsibility for direction and submission on a timely basis of all financial data
- Participate in the provision of effective strategic financial planning
- Provide financial reporting to Executive Council monthly and as required
- Overall policy development and implementation in each area
- Cooperate with Governance Department (Policy Analyst) regarding the review, drafting contribution agreements, proposals and contracts for approval by Management Board
- Researching and accessing funding for projects; and ensuring that the daily operations in each area reflect overall priorities of the Government of C/TFN
- Annually, coordinate and assist with an appointed external auditor and present the findings of completed audits to Executive Council and General Council

## QUALIFICATIONS

*(Candidate application/resumes should clearly demonstrate their related qualifications as selection for further consideration will be based on the information provided)*

- Bachelor's Degree in Accounting, Finance, Economics or Business Administration
- Master's Degree in Business Administration will be considered an asset
- Chartered Professional Accountant (CPA) designation will be considered an asset
- 5+ years' experience in finance industry and managing diverse teams
- Knowledge of C/TFN governance structure, processes and philosophies, history and culture
- Knowledge of First Nation governments and related financial arrangements
- Knowledge of property/infrastructure management and construction is considered an asset
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset

## **JOB REQUIREMENTS**

- May be required to work extended hours
- Willingness to travel both in and outside Yukon

## **CONDITIONS OF EMPLOYMENT**

- Obtain and maintain clear criminal record

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We encourage all qualified candidates to apply however preference will be given to indigenous candidates and candidates experienced with C/TFN culture, language, virtues and values on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

### **Please Note:**

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN  
APPLYING.  
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to:  
Carcross/Tagish First Nation  
Human Resources Department  
Box 130, Carcross, Yukon Y0B 1B0  
**Phone: (867) 821-4251 Ext 8255**  
**Email: HumanResources@CTFN.ca**