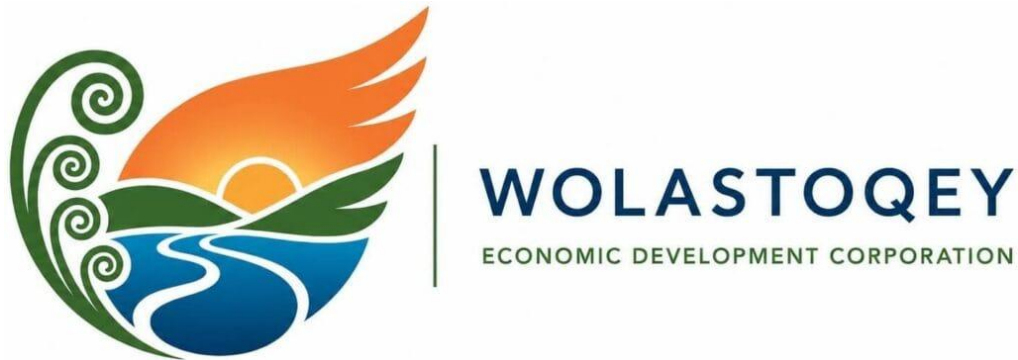




Director of Finance

Wolastoqey Economic Development Corporation

Are you looking to help build something new and exciting? The Wolastoqey Economic Development Corporation (WEDCo) is a new corporation supporting the Nation wealth of the six Wolastoqey Communities.

WEDCo is dedicated to fostering long-term prosperity for Wolastoqey communities through economic development, while rooted in our values and culture. For more information visit www.wedc.net.

The Director of Finance will be responsible for setting up and overseeing the financial operations of WEDCo, ensuring fiscal responsibility, compliance, and strategic financial planning.

Reporting to the CEO, this position requires a high degree of collaboration with senior management, the Board of Directors, and key stakeholders to maintain financial stability and growth. This role requires the highest level of confidentiality and trust.

This position will be key to the success of WEDCo particularly in ensuring the Corporation's compliance with regulatory requirements, financial reporting, and a deep understanding of tax credits, benefits, and government programs.

Key Responsibilities:

Financial Leadership & Governance

- Develop and maintain a strong working relationship with senior management and the Board of Directors.
- Ensure all organizational insurance policies are in place, protecting the Board of Directors and staff from liability.
- Create and maintain financial policies for the Corporation.
- Advise executive staff on financial matters, ensuring sound financial decision-making.

Financial Operations & Compliance

- Set up and maintain financial operation systems.
- Oversee day-to-day financial operations and implement efficient financial systems.
- Track budgets, prepare quarterly financial reports for senior management, and ensure transparency.
- Coordinate audits for WEDCo, ensuring timely submission.
- Ensure financial reporting deadlines are met and track all reporting dates.
- Maintain excellent up to date financial records.
- Support for government grant writing and reporting.

Payroll & Employee Compensation

- Set up appropriate payroll, invoicing, and payment platforms.
- Coordinate payments for employee compensation and benefits programs.
- Oversee payroll operations, including cheque requisition preparations.
- Ensure T4s are prepared and provided by deadline.
- Ensure all source deductions are paid on time.
- Process travel reimbursements in accordance with policy.
- Support the development of financial policies and ensure finance policies are followed.

Budgeting & Financial Planning

- Assist in the preparation of projected budgets and actively participate in funding agreement negotiations.
- Conduct regular reviews of WEDCo strategic plans to align financial strategies.
- Keep strong financial relations with staff, communities, and funders.

Other Responsibilities:

Oversee, mentor and facilitate the growth of the finance team

- Support the building of WEDCo's financial team.
- Perform additional duties as assigned by the CEO to support the organization's financial health and sustainability.
- Participate in regular budgeting and cashflow processes.

Qualifications & Skills:

- Bachelor's or Master's degree in Finance, Accounting, Business Administration, or a related field.
- Chartered Professional Accountant (CPA) designation is preferred.
- Proven experience in financial leadership, preferably in a corporate setting.
- Previous experience working with Indigenous Communities and Indigenous Organizations is considered an asset.
- Proven experience working with multiple funding agreements

- Strong knowledge of budgeting, auditing, financial reporting, and compliance regulations.
- Proficiency in financial software and tools, including one drive for record management.
- Excellent communication and interpersonal skills for engaging with senior management, staff, and external stakeholders.
- Ability to work independently and collaboratively in a dynamic environment.

Note: Personal suitability will also be considered during the hiring process. WEDCo may consider candidates that initially may not have all the experience and knowledge requirements. In that case, training and development opportunities will be identified for the candidate's long-term success.

This position will help establish policies, compensation and benefits frameworks, and set the corporation up for future success.

WEDCo offers competitive compensation commensurate with experience.

Applications should be submitted in confidence via email, with the subject line "Accountant", to: careers@wedc.net

This position will remain open until filled.

WEDCo offers on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, **preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.** Candidates who currently hold elected political office will not be considered for this position.