



CONTROLLER

Chard, Alberta
On-Site Required, Housing Provided

ABOUT CHIPEWYAN PRAIRIE FIRST NATION (CPFN)

The Chipewyan Prairie First Nation (CPFN) is a proud Dene community located in the breathtaking landscapes of northeastern Alberta, near the hamlet of Janvier. Surrounded by pristine lakes, dense forests, and endless opportunities to embrace the Canadian great outdoors, our Nation is a haven for those who love fishing, hiking, and exploring nature. With a deep connection to our cultural heritage, CPFN celebrates Dene traditions through community events, music, and crafts, creating a unique blend of cultural vibrancy and natural beauty.

Life in CPFN offers the perfect balance of connection and tranquility. Our close-knit community is welcoming and resilient, with a shared commitment to growth and sustainability. Just a scenic drive from Fort McMurray, residents enjoy the serenity of rural living alongside access to urban amenities. CPFN is more than a place to live and work - it's a community where culture, nature, and opportunity come together, making it an extraordinary place to call home.

ABOUT THE ROLE

Chipewyan Prairie First Nation is seeking to hire a Controller and is looking to consider candidates currently in a Controller role or those who aspire to move into a controllership role as the next stage in their career growth. Reporting to the Director of Administration, this key position is responsible for overseeing the financial operations of the First Nation, ensuring fiscal responsibility and strategic growth. This in-person, critical role offers an exciting opportunity to contribute to the financial health and strategic planning of a vibrant, culturally rich community. You will play a vital role in ensuring financial excellence, transparency, and sustainability while collaborating with various departments to achieve the Nation's goals. The ideal candidate is currently a finance professional with senior accountant or above experience, preferably within a First Nations context, who demonstrates exceptional organizational, and communication abilities. This is a unique and rewarding opportunity for someone who values and appreciates First Nations culture and is committed to supporting the Nation's growth, sustainability, and success. If you are passionate about making a meaningful impact and contributing to the prosperity of a thriving community, we encourage you to apply.

KEY RESPONSIBILITIES

- Manage core accounting functions such as accounts payable, accounts receivable, and account reconciliation.
- Ensure compliance with General Accepted Accounting Principles (GAAP) and prepare timely monthly financial statements for management review.
- Collaborate with managers to ensure financial reports are accurate, timely, and aligned with operational needs and funding agreements.
- Prepare required financial reports for stakeholders and regulatory agencies, including ISC, CCRA, CMHC, and FNDF.
- Leverage expertise in Sage financial reporting systems and drive the adoption of efficient financial practices.
- Oversee comprehensive financial operations, including budgeting, forecasting, and reporting.
- Provide guidance and expertise on Indigenous Services Canada (ISC), Federal & Provincial Contribution Agreements, and the First Nation Development Fund Program (FNDF).

- Lead and inspire the finance team, fostering collaboration and communication.
- Establish financial systems that meet reporting requirements and support organizational needs
- Partner with the Director of Administration to support strategic planning and address financial priorities.
- Design and execute financial strategies, plans, and policies to align with organizational goals.
- Contribute to business development initiatives and ensure financial feasibility.
- Perform additional duties as needed and travel as required.

SKILLS AND QUALIFICATIONS

- Experience working with First Nations accounting, including a strong understanding of federal programs, funding, and reporting requirements.
- Familiarity with employee benefits packages, such as WCB, health, dental, life insurance, and pension plans, is an asset.
- Leadership ability and/or experience, able to lead a small team, providing guidance and fostering collaboration.
- Bachelor's degree in accounting, finance, or business administration from a recognized institution is an asset.
- CAFM or CPA designation is an asset; relevant experience will be equally considered.
- Proficiency in financial software systems, including Sage Intacct, Payworks, and advanced skills in Microsoft Excel.
- Clear criminal record check with a vulnerable sector search.
- Fluency in the Dene language and knowledge of Dene culture and traditions are assets.
- Exceptional communication and interpersonal skills, with the ability to work effectively across teams.
- Strong organizational and time management abilities, with experience meeting deadlines under pressure.
- Commitment to confidentiality and professional integrity.
- Valid Class 5 Driver's License and a clean driver's abstract.
- Willingness to relocate near Chipewyan Prairie First Nation, Alberta (127 km south of Fort McMurray).

WHY JOIN CPFN?

- Support a nation rich in culture and tradition, rooted in respect, humility and integrity.
- Enjoy working in ways of knowing and approach work with cultural sensitivity.
- Be part of a team that listens deeply, communicates thoughtfully and creates space for diverse perspectives.
- Join a team that is collaborative and supportive fostering a positive environment where others feel valued.
- Chard offers an opportunity to live and work amongst the beauty of nature surrounded by the great outdoors.
- CPFN provides housing and offers financial relocation assistance.
- CPFN offers competitive compensation, benefits, retirement savings and generous paid time off programs.

We encourage interested candidates to apply through MNP's official recruitment process. For more information about this opportunity or to submit your resume in confidence, please contact Daniela San Pedro Daniela.SanPedro@mnp.ca with CPFN in the subject line. All inquiries and applications will be handled with the highest level of confidentiality. We appreciate the interest of all candidates; however, only those selected to move forward in the recruitment process will be contacted.

To support a fair and confidential recruitment process, candidates are asked to direct all inquiries through MNP and not contact Chipewyan Prairie First Nation or its employees directly.