



32 Machishteweyaau Trail
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

Internal/external

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Controller
Location: 32 Machishteweyaau Trail, Nemaska, Quebec, J0Y3B0
Salary: (\$82,294 min. - \$123,441 max.)
Closing Date: March 16, 2026
Employment Status: Permanent, subject to a six (6) month probationary period

Summary of Position:

The Controller oversees accounting operations to support the financial health of the Cree Nation of Nemaska (CNN). The incumbent participates in budgeting activities and develops, implements, and monitors controls and processes in accordance with generally accepted accounting principles. The Controller resolves complex accounting and compliance issues and supports the Treasurer during internal and external audit activities.

Duties and Responsibilities

Accounting Operations Responsibilities:

- Provide direction on all accounting processes, including payroll and benefits, accounts payable, accounts receivable, taxes, and related functions.
- Organize and maintain the accounting system to ensure proper management and accuracy of all accounting records and files.
- Maintain accurate accounting records in accordance with generally accepted accounting practices.
- Ensure the proper stewardship of confidential documents, financial records, and sensitive information.

Internal Controls and Auditing Responsibilities:

- Develop internal control procedures in accordance with generally accepted accounting principles and ensure their consistent application.
- Monitor expenditures and report any purchases outside authorized limits to the Treasurer.
- Identify, analyze, and organize accounting and financial policies and procedures for review, reinforcement, and development.
- Conduct financial investigations and report concerns related to unusual or suspected misuse of resources.
- Propose remedial actions and corrective measures to address identified control issues.
- Assist auditors in the preparation of annual financial statements and oversee internal audit file preparation.

Financial Responsibilities:

- Prepare cash flow statements to determine current and future cash requirements.
- Prepare financial forecast statements used to evaluate the financial health of the Cree Nation of Nemaska.
- Establish, implement, and monitor cash management practices.
- Prepare the General Administrative budget for submission to the Treasurer.
- Assist departments in the annual budgeting process and provide recommendations for adjustments when necessary.
- Ensure the Chart of Accounts is applied consistently and accurately across all departments.

Additional Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through attendance at meetings, conferences, and training seminars.
- Perform other duties as required.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- A bachelor's degree specialized in accounting or a related field
- Accounting title (CPA) is necessary

Experience:

- Ten years of relevant experience in Quebec and/or Canada
- Demonstrated experience performing accounting and financial tasks

Languages:

- Spoken fluency English.
- Written fluency English.
- Fluency in Cree or in French is an asset.

Knowledge and abilities:

- Strong judgement and problem-solving skills.
- Ability to be discreet and maintain a high level of confidentiality
- Ability to communicate effectively.
- Strong knowledge of accounting systems and computer applications (including Sage and Microsoft Office)

Working Environments:

The Controller is responsible for working as per the established schedule. In addition, attendance outside of regular working hours and on weekends, especially month-end and year-end periods, is required.

Information to be provided :

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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