



---

## **CADOTTE LAKE SCHOOL**

WOODLAND CREE FIRST NATION  
General Delivery  
Cadotte Lake, AB T0H 0N0

Financial Controller (Term Position)

Organization: Woodland Cree First Nation Education Authority (WCFNEA)

Website: [www.wcfnea.ca](http://www.wcfnea.ca)

Term: January 15, 2026 – January 15, 2027

Open until a suitable candidate is found.

Location: Hybrid (remote with regular on-Nation presence in Cadotte Lake, Alberta)

Salary: \$95,000-\$100,000 annually, commensurate with experience

Reports To: Director of Education

Compensation Package Includes:

- 5 weeks paid holidays (annual calendar)
- Flex time
- Comprehensive benefits (health, dental, vision)
- Employer-supported pension plan
- Meaningful work supporting a Nation-operated education system

### Position Overview

The Financial Controller is a senior financial leadership role responsible for the oversight, management, and integrity of all financial operations for the Woodland Cree First Nation Education Authority. This includes stewardship of education programs, grants, and Treaty-based funding, ensuring financial accountability while respecting Indigenous governance, self-determination, and community priorities.

Reporting directly to the Director of Education, the Financial Controller provides strategic financial leadership, manages fiscal relationships, supports annual audits, and ensures strong internal controls across all WCFNEA programs.

This role is ideal for a finance professional who combines strong technical expertise with an understanding of First Nations funding environments, grant compliance, and relational accountability.

### Key Responsibilities

#### 1. Financial Oversight & Stewardship

- Provide oversight and management of all WCFNEA financial operations, including operating budgets, restricted funds, and grant-based programs
- Ensure accurate financial tracking, reporting, and forecasting across all education programs and initiatives
- Protect and uphold the integrity of Treaty-based and First Nations education funding
- Support long-term financial sustainability through sound planning and analysis



## 2. Grants, Programs & Funding Management

- Oversee financial management of all grant and contribution agreements, ensuring compliance with funder requirements (e.g., ISC and other partners)
- Support program leaders with budget development, monitoring, and variance analysis
- Prepare financial reports required by funders, leadership, and the Board of Education

## 3. Financial Services & Fiscal Relationships

- Manage relationships with auditors, banks, funding agencies, and external financial partners
- Support contracting, procurement, and vendor management processes
- Ensure purchasing and contracting practices align with WCFNEA policies and financial controls

## 4. Systems, Controls & Reporting

- Administer and optimize financial systems, including Sage, Microsoft tools, and Google Workspace
- Maintain strong internal controls and financial policies
- Prepare and present clear financial reports for leadership and governance decision-making

## 5. Audit & Compliance

- Lead preparation and coordination of annual audits
- Respond to auditor requests and implement audit recommendations as required
- Ensure compliance with relevant financial, regulatory, and funding frameworks

## Qualifications & Experience

### Education & Credentials

- Degree or diploma in Accounting, Finance, Business Administration, or a related field
- Professional accounting designation (CPA or equivalent) is a strong asset

### Experience

- Minimum 5 years of progressive financial management experience
- Demonstrated experience managing multiple programs, grants, and restricted funds
- Experience working with or for First Nations, Indigenous organizations, or public/education sectors is a strong asset
- Experience supporting annual audits and working directly with auditors

### Technical Skills

- Strong experience with Sage accounting systems
- Proficiency in Microsoft Office and Google Workspace
- Experience with contracting, procurement, and financial controls
- Strong financial analysis, reporting, and forecasting skills



---

#### Core Competencies

- High ethical standards and commitment to financial integrity
- Strong understanding of fiduciary responsibility and accountability
- Ability to communicate complex financial information clearly to non-financial leaders
- Respect for Indigenous governance, culture, and Treaty-based funding structures
- Ability to work independently in a hybrid environment while maintaining strong relationships

#### Work Environment

- Hybrid role with flexibility for remote work
- Regular on-Nation presence required to support leadership, programs, and governance
- Occasional evening or deadline-driven work during audit or reporting periods

#### Why Work with WCFNEA

WCFNEA is a Nation-led education authority committed to:

- Treaty-based education and self-determination
- Responsible stewardship of public and First Nations education funding
- Strong governance, transparency, and accountability
- Building sustainable systems that serve learners, families, and future