



CALL FOR APPLICATIONS

Title:	Chief Financial Officer (CFO)
Regular Position:	Full Time , 35 hours per week
Salary:	From 84 800 to 120 697
Work Location:	2936, rue de la Faune, Wendake (Québec)
Starting date :	As soon as possible

Native Commercial Credit Corporation (SOCCA)

Native Commercial Credit Corporation provides financing products and services to Aboriginal customers in the province of Québec. It also offers financing products and services under the form of non-refundable contributions, start-up loans, expansion of businesses as well as support services for carrying out projects in the commercial and community sector.

Since its creation in 1992, SOCCA has enabled many projects to be carried out, thus contributing to the well-being and autonomy of its Aboriginal clientele.

Job Description :

The **CFO** will be responsible of the planification, management and control of the diverse aspects concerning finances, accounting and risk management of the society.

The incumbent will be responsible of the quality and integrity of the financial information. He will also be responsible of preparing the internal and external financial statements, establishing annual budgets and of their follow-ups. He will also be the leading authority of his team and will be responsible for the production and follow-up of the financial reports required by the general management, the board of directors and its committees as well as those required within the framework of the government programs managed by the society.

In addition, he will support the management team and the Audit and Risk management Committee in the development and implementation of strategies to reduce the risks the society faces such as liquidity, matching assets and liabilities and compliance with the aim of continuous improvement of systems and processes.

The Chief Financial Officer will also be a member of the management committee of SOCCA and its related company, SÉDAC. This committee's main mandate is to carry out the Company's strategic action plan adopted by the Board of direction.

Why apply ? :

- ✓ Pension Fund (Defined benefit);
- ✓ Complete and comprehensive group insurance plan;
- ✓ Advantageous sick leave and parental leave bank;
- ✓ Work with a dynamic and qualified team;
- ✓ Work with a corporation that cares about the opinions of its employees and members;
- ✓ A work schedule offering flexibility and various benefits (such as Work-free Friday afternoon during summers);
- ✓ Contribute to an organization that concretely helps indigenous peoples.
- ✓ Be part of the management team

Key Responsibilities and tasks:

- Prepares and approves budgets ;
- Produces the monthly financial statements, as well as the required accounting reports and information, analyzes and interprets the financial results as well as the budget variances if necessary and presents comments and recommendations to the General Manager ;
- Supervises and/or performs computer accounting of funding; enters and processes all file data and transactions, and performs monthly reconciliation of accounts with the database ;
- Supervises and/or prepares the monthly transmission of payments via direct payment (online)
- Ensures the compliance and integrity of the company's financial information, accounting system and database ;
- Plan and proceed with the closing of the ledger during each financial year, in collaboration with the external auditors Ensure compliance with the conditions established when granting non-repayable contributions and loans and coordinate the process of disbursing funding ;
- Manage the company's cashflow, make the bank transfers and investments required to ensure compliance with refundable and non-refundable financing offers made to customers ;
- Collaborates in the search for affordable capital to ensure the growth of the company ;
- Administers the sale and monitors the issues of SEDAC bonds ;
- Ensures the financial management of the agreements (monitoring of contribution funds, loans, etc.) ;
- Collaborates in the production of periodic reports required by financial, governmental and other partners, in accordance with agreements
- Ensures the management and processing of payroll ;
- Ensures compliance with laws and regulations applicable to the financial framework (payment of government remittances, compliance with AMF rules for bond issuance, etc.)

Skills and qualifications required :

- Hold a Bachelor's degree in Business Administration with a specialty in accounting or finance and / or a combination of equivalent or complementary experience;
- CPA Title (Strong Asset)
- A minimum of three (3) years experience in accounting
- Knowledge of programs, laws and tax rules surrounding the Aboriginal world; (Asset)
- Knowledge of information processing tools and software (Office 365, Adobe, Teams, etc.);
- Excellent quality of oral and written French;
- Good knowledge of oral and written English (Asset)
- Experience in commercial financing with a private or public financing organization will be a strongly considered.

TO APPLY**APPLY BY : June 17 2022**

**Please send your application to the attention of Mr. Dave O'bomsawin
by mail, email or fax:**

**Société de crédit commercial autochtone (SOCCA)
2936, rue de la Faune, bureau 200
Wendake (Québec) G0A 4V0**

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Fax : 450-568-2931