



# One Arrow First Nation Employment Opportunity

## Finance Controller (Full-time Position)

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### About the Organization

One Arrow First Nation is a vibrant Cree community located near Batoche, Saskatchewan of approximately 872 on reserve residents and a total of 2,335 community members. The community is anchored in its rich past and progressive in the areas of employment strategies, youth involvement, land management, and economic development. With close proximity to major cities there are dynamic partnership opportunities that support innovation and growth within the First Nation.

Due to an upcoming leadership transition within our Finance Department, we are seeking an experienced Controller to join our team as soon as possible. This position offers a unique opportunity to work closely with the current Director of Finance during onboarding and transition planning, ensuring continuity of operations and a seamless transfer of knowledge.

**Location:** Saskatoon, Saskatchewan

### Position Summary:

The Controller is responsible for the day-to-day leadership of the Finance Department's accounting operations and serves as a key resource in ensuring the accuracy and integrity of the Nation's financial records. This is a hands-on leadership role focused on accounting operations of the band. Reporting to the Director of Finance, the Controller oversees accounting staff and manages core financial functions.

Primary Responsibilities of the Controller include the following:

- Manage the daily accounting operations of the organization including:
  - the review of journal entries, payroll, accounts payable, accounts receivable, reconciliations and statutory reporting;
  - Assigns and authorizes cheques, purchase orders and invoices
- Supervise and support a team of 2-3 accounting staff:
  - Ensure financial records are accurate, complete, and current;
  - Oversee month-end and year-end accounting processes;
  - Monitor expenditures and support compliance with funding agreements;
  - Sets the priorities within accounting group;
- Maintain strong internal financial controls to ensure that accounting activities are in accordance with established legal regulatory and company policies which includes:
  - implementing, monitoring and managing financial policies, processes and procedures;
- Support leadership with timely and reliable financial information:
  - Prepare, analyze and present monthly, quarterly and annual operating results for each department;
  - Prepare and present financial information for monthly, quarterly and annual reports for leadership;
- Coordinate audit preparation which includes:
  - the year-end preparation of audited financial statements;

- working with external auditors, finance & audit committee and Chief & Council.
- Other related duties as required or assigned.

**Qualifications:**

- Post-secondary credential in Accounting, Finance or related discipline,
- Minimum 5 years of progressive accounting experience.
- CPA designation preferred but not required (focus will be on experience).
- Experience working with Indigenous organizations and government-funded entities preferred.
- Some supervisory experience preferred
- Excellent leadership, communication, presentation, problem solving and organizational skills are essential
- Attention to detail in all areas of work
- Ability to work well under pressure, prioritize and meet set deadlines
- Knowledge of accounting principles, practices and applications
- Knowledge of budget preparation and analysis techniques
- Professional written and verbal communication skills
- Ability to work efficiently as a part of a team as well as independently
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Advanced knowledge of MS Office and Excel and ability to adapt to and learn new software
- Experience with QuickBooks or similar accounting systems.

**Salary Range:** \$95,000 – \$120,000 annually, commensurate with experience and qualifications

**Other:**

- Will be required to travel and work flexible hours that may occasionally include evenings or weekends,
- Must possess a current valid Saskatchewan driver's licence,
- As a condition of employment must provide:
  - A satisfactory and current Criminal Record Check,
  - SGI Driver's Abstract; and
  - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

**To APPLY, please submit cover letter, resume and three professional references to:**

Human Resources  
Box 147, Bellevue, SK. S0K 3Y0  
Or Email: [jobs@onearrow.ca](mailto:jobs@onearrow.ca)

**DEADLINE: June 25, 2026**