



COMMISSION DE LA SANTÉ
ET DES SERVICES SOCIAUX
DES PREMIÈRES NATIONS
DU QUÉBEC ET DU LABRADOR

*To accompany Quebec First Nations in achieving their
health, wellness, culture and self-determination goals.*

JOB OFFER

Financial Decentralization Coordinator

Regular position
35 hours per week

Working with us means:

Joining a dynamic, passionate and committed team.
Choosing a stimulating work environment focused on mutual support, respect and collaboration.
Accessing a career full of learning and professional development opportunities.

The Financial Decentralization Coordinator must:

- Coordinate and carry out financial decentralization activities, including funding applications, monitoring and accountability, as well as financial audits.
- Advise and support employees, communities and organizations in the context of financial decentralization processes.
- Act as administrator for the agreement management platform (SAGE) and ensure updates of the financial component.
- Collaborate in the development of the agreement management platform.
- Act as a technical expert in finance and accounting as part of the management of decentralization agreements.
- Analyze financial data and produce reports to facilitate decision-making on files.
- Develop financial and accounting tools as well as decentralization tools to promote the optimal management of financial resources and processes.
- Collaborate on specific files and the annual audit.

Prerequisites and hiring conditions

- Bachelor's degree in administration with a specialization in finance.
- Three years of relevant finance-related experience.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365 and Advantage accounting software.
- Excellent command of French and English, both spoken and written.
- A valid driver's license.

Desired skills and attitudes

- Good communication skills, both spoken and written.
- Good analytical mind.
- Ability to set and manage priorities.
- Sense of organization and ability to manage several files simultaneously.
- Thoroughness and rigorous working methods.
- Ability to work effectively in a team.

Salary

The gross annual salary ranges from \$55,473.60 to \$68,341.00 and varies depending on the candidate's experience.

Start date

As soon as possible.

SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than 4:00 pm on February 20, 2023** to the human resources department by mail or email using the following contact details:

First Nations of Quebec and Labrador Health and Social Services Commission

250 Place Chef-Michel-Laveau, Suite 102

Wendake, Quebec G0A 4V0

Email: rh@cssspnql.com

** Only candidates selected during the preselection stage will be contacted.
The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

