



SNUNEYMUXW FIRST NATION JOB POSTING

Financial Controller (Full-Time Permanent)

Reporting to the Chief and Council, the Financial Controller participates in all areas of finance for all departments.

Main duties:

- Plan, organize, direct, control and evaluate the day-to-day financial operations of the Snuneymuxw First Nations departments
- Implement the financial policies, systems and procedures for all departments
- Prepare or co-ordinate the preparation of financial statements, summaries, and other cost-benefit analyses and financial management reports
- Co-ordinate the financial planning and budget process and funding requirements; analyze and correct estimates
- Supervise the development and implementation of financial simulation models
- Evaluate financial reporting systems, accounting procedures and investment activities and make recommendations for changes to procedures, operating systems, budgets and other financial control functions to the Chief and Council
- Organize, train and manage staff
- Notify and report to the Executive Director concerning any trends that are critical to the SFN's financial performance
- Ensures timely monthly reporting
- Maintain GL control accounts
- Assist in any or all of finance functions – A/R, A/P, payroll, GL
- Timely external reporting
- Assist with finance initiatives, both planning and implementation

Employment requirements:

- A bachelor's degree in business administration, economics, commerce or a related field is required.
- A master's degree in business administration (concentration in finance), or another master's level management program preferred.
- Several years of experience in financial management
- A recognized accounting designation (CPA CAFM or equivalent legacy designation)

Experience requirements:

- Minimum of 5 years accounting, auditing, budgeting, financial planning and other financial activities experience in a First Nations environment, including working with multiple departments and funding streams
- Experience working with Xyntax software
- Senior level accounting experience in A/P, A/R, Payroll, GL processing and process planning

Key Competencies:

- Strong knowledge of accounting/financial practices and software programs.
- Detail oriented with strong analytical, time management and organizational skills
- Be able to work well in a team environment
- Be able to work with minimal supervision
- Must adhere to SFN's strict confidentiality standards

Snuneymuxw First Nation offers a competitive compensation package.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation
Attention: Maria Kerman
668 Centre Street, Nanaimo, BC, V9R 4Z4
or email:
hr@snuneymuxw.ca

Fax: 250-753-3492

Deadline Date: October 15th, 2018

Please note only those applicants who are short-listed will be contacted