



EMPLOYMENT OPPORTUNITY INTERNAL & EXTERNAL JOB POSTING

Position Title: Comptroller
Department: Finance

Sts'ailes (formerly Chehalis Indian Band), located 36 kms east of Mission, BC in the Hemlock Valley. Sts'ailes is an independent band not involved in treaty operates a K-12 school, Early Education Centre, Social Housing, Market Housing, Health Transfer, Child & Family Services, employment centre, Aboriginal Rights and Title dept as well as owning its own Development Corp. You will work in a fast paced and challenging environment with significant opportunity for personal development and job satisfaction.

PRIMARY RESPONSIBILITIES:

A key responsibility is the effective financial management for Sts'ailes. This Position develops and maintains a standardized accounting system for all Sts'ailes businesses. The position works closely with the Finance Director, CAO, other directors, & Managers to ensure that proper accounting methods, procedures and reporting mechanisms are in place. Supervises Accounting Team, evaluates all proposed capital expenditures, prepares financial data for proposals/applications, analyzes financial viability of new ventures, negotiates bank financing and ensures timely financial reporting on all Sts'ailes operations. Information, decisions and actions in this position have a high impact on the overall accountability, success and reputation of Sts'ailes.

QUALIFICATIONS/REQUIREMENTS:

1. Accounting designation (CPA, CAFM) or close to completion with minimum 3 years relevant job experience at a senior level.
2. Fully familiar and experienced with financial accounting systems.
3. Strong technical knowledge of accounting principles and regulations, compliance and control issues.
4. Ability to develop and produce financial statements that meet auditing and accounting standards within strict timeline requirements.
5. A proven record of preparing documents to Council, and Finance and Audit committee level.
6. Requires a thorough understanding of modern audit practices and procedures.
7. Understanding of federal and provincial laws and regulations including those pertaining to First Nations.
8. Ability to provide direction to the Sts'ailes Directors and Managers to ensure compliance with Sts'ailes Finance Administration Law and Finance Operating Policies and Procedures.
9. Demonstrated leadership qualities and teamwork attitude.
10. Respect and understanding of First Nation culture and traditions.
11. Excellent interpersonal skills and ability to work effectively with Executive Management.
12. Valid Driver's License and must submit to a criminal record check.

Wage Range: Sts'ailes offers a competitive salary and benefits package based on education, qualifications and experience.

Application Deadline: Open until position if filled

Candidates will be screened according to the qualifications/requirements and are required to submit a resume, cover letter and 2 letters of reference along with the express permission for Sts'ailes to contact these references. Please fax or mail your application to:

Sts'ailes
Attention: Human Resource Department
4690 Salish Way, Agassiz, BC V0M 1A1

Fax (604-796-3946)

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.

