



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Financial Project Manager

Full-Time, Permanent

\$51.00 - \$53.00 per hour depending on qualifications and experience

JOB SUMMARY

The Financial Project Manager reports to the CFO. They manage and prepare monthly reporting & budgets updates, as well as implement system enhancements to improve accounting and organizational efficiency.

Responsibilities also include Capital & BC Housing projects; monthly balance sheet, funding & proposal reconciliations; asset tracking & insurance confirmations; monthly recurring entries, expense analysis and coding reallocations & GST returns; audit participation, budget preparation & entry; coverage for finance team members as required.

System enhancements may include the implementation of stand-alone systems whereby data is exported & imported into the main accounting system. As well as creating or updating system generated reporting formats or other reporting enhancements that improve timeliness of reporting.

DUTIES & RESPONSIBILITIES

As the Financial Project Manager, you will be responsible for the following duties:

- Ensure accurate financial records are maintained; compliance with applicable regulations and standards which includes adherence to tax laws and financial reporting requirements.
- Participate as directed by the CFO in the financial planning, budget preparation and forecasting (including analyzing and correcting estimates).
- Make recommendations & participate in the implementation of changes to financial policies, systems and procedures.
- Prepare monthly financial statements & management reports, summaries, and other cost-benefit analyses.
- Evaluate existing accounting reporting systems and operations; accounting procedures; and make recommendations for cost reduction, streamlining and maximizing efficiencies.
- Working in conjunction with the CFO, preparing monthly & ad hoc financial presentations for meetings with Senior Management, Chief and Council and stakeholders.
- Provide financial reporting assistance to departments for funding applications and reports.



Snuneymuxw

First Nation

www.snuneymuxw.ca

- Notify and report to the CFO concerning any trends that are critical to the organization's financial performance.
- Monitors governance procedures, risk management, and internal controls, ensuring efficient use of resources and assets and establishing a culture of accountability and transparency within the accounting team & organization.
- Ensures assets are adequately insured and coordinates annual insurance renewals.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks, and maintaining their accounting designation.
- Makes recommendations to for reviews/revisions for SFN financial policies and procedures.
- Performs other tasks and duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Advanced degree in Accounting.
- CPA designation preferred (CPA, CPA, CA CPA, CGA CPA, CMA).
- Minimum of 5 years full cycle accounting experience, with at least 3 years in a leadership capacity.
- Proven work experience as a Senior Accountant.
- Experience managing accounting deadlines ensuring preparation of monthly reconciliations, financial statements, reports & presentations; main lead for annual audit (leading & participating in audit prep prior to final year end close for audit; main auditor contact for queries (follow-up, research, completed timely to ensure year end reporting deadlines are met on time).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate strong leadership abilities including the capacity to inspire and motivate team members and foster a collaborative and inclusive work environment.
- Excellent verbal and written communication abilities.
- Strong organizational skills with proven ability to effectively prioritize own workflow as well as team member's workflow.
- Strong proficiency in software applications such as MS Office Suite.
- Advanced excel skills, experience using Xyntax, and system enhancement/implementation experience would be an asset.
- Thorough knowledge of current accounting principles and procedures.
- Ability to work under high stress/pressure.
- Exhibit excellent decision-making skills, strategic thinking, problem solving skills, and the ability to handle conflict in an effective and timely manner.
- High attention to detail.



Snuneymuxw

First Nation

www.snuneymuxw.ca

- Ability to think creatively and analytically.
- High standards of ethics and confidentiality to handle sensitive information.
- Ability to work autonomously and as part of a team.
- Ability to exercise good judgement, show initiative and be proactive.
- A commitment to ongoing professional development and continuous learning.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.

WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and criminal record check.
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
- Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
- Must demonstrate strong morals and ethics.
- May be required to work additional hours to meet operational needs when necessary.
- Must conduct themselves in a friendly, courteous, and professional manner.
- Must show a positive and helpful attitude and demonstrate to be dependable, and punctual in all workplace activities.
- Must possess and maintain a BC class 5 driver's license.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: June 12, 2025 @ 4:00 PM PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships



Snuneymuxw

First Nation

www.snuneymuxw.ca

Community Commitment

Be open, inclusive and share knowledge
See, provide, and act on feedback
Know our community and put them first
Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities