

Director of Finance

Reports To: CAO and the Finance & Audit Committee
Organization: Sts'ailes
Date: 04/2024

ABOUT STS'AILES

On behalf of our client, Sts'ailes (formerly Chehalis Indian Band), we are searching for a Director of Finance to join their team. Located 36 kms east of Mission, BC in the Hemlock Valley, Sts'ailes operates a K-12 school, an Early Education Centre, the Sts'ailes Development Corporation, and provides many local government services, including Administration, Governance, Human Resources, Social Development, Social Housing, Housing, Public Works, Capital Projects, Community Health, Child and Family Services, an Employment Center, and Aboriginal Rights and Title. You will work in a fast paced and challenging environment with significant opportunity for personal development and job satisfaction. Today, as in the past, Sts'ailes' culture and economy are centered on the land and its resources. Just as our ancestors knew the significance, use, and value of all resources and lands, we must also. This is essential not only to fully participate in the broader economy, but also to protect those resources and lands that are integral to Sts'ailes identity, success, and permanence.

ABOUT THE DIRECTOR OF FINANCE

Reporting directly to the Chief Administrative Officer (CAO), the Director of Finance operates within the legal framework outlined by the Financial Administration Law (FAL) and the policies set forth by the Chief and Council of Sts'ailes. In this pivotal role, the Director of Finance assumes responsibility for upholding the financial integrity of the organization. This entails comprehensive oversight and accountability across all financial functions, including staff management, systems maintenance, budgeting, reporting auditing, compliance, planning, and policy adherence.

Collaborating closely with the CAO, department directors, and managers, the Director of Finance ensures seamless fulfillment of Sts'ailes' financial obligations. Working in tandem with the Finance team, CAO and other stakeholders, the Director of Finance establishes and enforces proper accounting methods, procedures, and reporting protocols.

As the steward of financial management, the Director of Finance assumes a critical role in evaluating capital expenditures, preparing financial data for proposals, assessing the financial feasibility of new ventures, negotiating bank financing, and facilitating timely financial reporting for all Sts'ailes operations. The effectiveness of decisions made within this position significantly influences the overall accountability, success, and reputation of Sts'ailes within the community and beyond.

KEY LEADERSHIP ACCOUNTABILITIES

Financial Management Leadership

- Provide a comprehensive financial management program for Sts'ailes.
- Ensure financial requirements of all departments are satisfied.
- Ensure all financial systems, policies, and controls are effective.
- Ensure all financial reporting meets compliance requirements.
- Wholly responsible for all financial data.
- Provides technical support and timely reports to the Finance and Audit Committee (FAC).
- Other work, as directed, consistent with Director of Finance duties under the Financial Administration Law (FAL).

Budget Development

- Lead the budget process and ensure budget compliance with FAL.
- Ensure support is provided to Directors and Managers in developing their budgets.
- Chair meetings for the development of department budgets.
- Prepare the draft budget for review and consideration by FAC.
- Present the proposed annual budget to the Council per time requirements contained in the FAL.
- Distribute the council-approved annual budget.
- Monitor monthly expenditures against Council approved annual budget.
- Lead the budget amendment process.

Financial Controls and Integrity

- Responsible for accurate and timely reporting of all financial information.
- Ensure the FAL is reviewed and recommend changes to FAC, the CAO, and Chief and Council.
- Monitor compliance with agreements and funding arrangements.
- Provide accurate and timely risk analysis of proposed Sts'ailes projects or ventures.
- Develop and recommend internal controls to mitigate financial reporting and fraud risk.
- Prepare and review contracts for professional and consulting services.

Leadership and HR

- Provide overall Finance department direction.
- Responsible for Finance staff mentorship, effectiveness, development, and wellbeing.
- Ensure that Finance staff training and professional development is encouraged and planned.
- Manage annual performance planning and evaluation of Finance staff.
- Train, guide, and support Directors on their budgets, financial statements, and reports.
- Meets Directors individually to review results quarterly.

Asset Management

- Optimize professional, asset, and liability insurance coverage.
- Develop and recommend procedures for safeguarding of assets.
- Collaborate with IT to ensure financial systems are functioning and protected.

EDUCATION AND EXPERIENCE REQUIREMENTS

A post-secondary degree in finance or business with a Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Professional (CAFM) designation, complemented by a minimum 3-5 years of relevant work experience in a senior finance role.

- Broad knowledge of accounting principles, regulations, compliance standards, and controls.
- Experienced manager, including practical experience with employment standards, hiring, terminations and department planning.
- Ability to communicate with a broad variety of people.
- Knowledge of First Nations History and Culture.
- Knowledge of First Nations funding organizations their reporting requirement ie, ISC, FNHA, DFO, Health Canada, SASET etc.

This role actively collaborates with stakeholders to provide decision makers with accurate, timely, and consistent financial insights. The Director of Finance diligently works to ensure that Sts'ailes accounting, financial practices, and reporting meet or exceed the requirements outlined in Sts'ailes' FAL, policy guidelines, and external standards and legislation.

This position will be ideal for those individuals driven by a desire to effect change within their role and contribute to the leadership team, along with the opportunity to make a meaningful difference to Sts'ailes employees, community, and business.

We ask those individuals with an interest in further exploring this exciting opportunity to kindly forward your resume to kam.ketler@mnp.ca. We appreciate the interest of all applicants, and only those selected for interviews will be contacted.

We kindly ask all applicants to apply through MNP's officially managed process and to avoid speculative approaches to Sts'ailes and its staff members. Conducting such an approach will not support your application.