



MANAGER OF FINANCE

Reporting to: Executive Director

Type of position: Full-time position

Employer: Tl'azt'en Nation

Location: Tachie, BC

Tl'azt'en Nation is seeking a strong leader with proven financial management skills and experience to lead its Finance Department as Manager of Finance.

The successful candidate will be a key member of our Senior Management Team and provides direction, guidance and support to manage the Nations' budgets and ensure implementation of sound financial processes and controls.

The ideal candidate is motivated, a strong team leader, community minded and demonstrates strong planning and implementation skills in support of service excellence.

You are an experienced senior level manager with knowledge and experience in financial management, including budgeting, forecasting, analysis, controls and reporting. As a manager, you will supervise the Finance Department employees and work closely with all department managers and Chief and Council.

Position Summary

The Manager of Finance works closely with the Executive Director and is responsible for the overall financial control of the Nation.

The Manager of Finance establishes the accounting principles, practices and procedures for the Nation, working closely with and supervising other staff members to implement these into daily practice. The Manager ensures appropriate recording of all transactions across all departments, including expenditures, revenues, assets and liabilities. The Manager provides leadership to and directly supports the preparation and interpretation of financial statements for the Nation and takes a lead role in developing, analyzing and interpreting statistical and accounting information at individual and collective levels. As a senior leader, the Manager fosters and develops positive working relationships internally and externally while supervising staff and building their capacity.

We are seeking an individual who is attentive to detail, has proven planning, organizational and financial management skills to support successful performance. This financial role will appeal to a confident leader with excellent interpersonal and communication skills

Key Responsibilities

Financial Management and Analysis

- Provide leadership and work collaboratively with all departments to manage the Nations' finances and financial performance.
- Develop and implement sound financial operations, systems and procedures aligned with Generally Accepted Accounting Principles (GAAP).
- Oversee the management of all financial functions, including accounts payable, accounts receivable, payroll, trust accounts, revenue systems, taxes and asset depreciation.
- Lead, participate and supervise the development of budgets and budget controls.
- Oversee and prepare financial statements and reports to inform sound decision-making.
- Ensure financial reporting and procedural compliance with all applicable federal and provincial regulations.
- Maintain, evaluate and recommend improvements to the accounting systems to improve internal controls, efficiencies and decision-making.
- Support advancement of community projects by providing financial management and advisory support services.
- Develop strategies, policies and protocols in support of meeting departments' mandate including sound documentation, record keeping and preparation of reports.
- Set up controls to comply with security, privacy and confidentiality requirements.

Stakeholder Management and Relations

- Foster positive relationships with internal and external stakeholders to leverage partnerships and support a productive working environment, including funding agencies, suppliers, and auditors.
- Proactively develop collaborative and respectful relationships with all internal and external stakeholders including community members, partners, governments, agencies, services, media, etc.
- Set up and use appropriate supervisory strategies to provide direction, guidance, instruction and correction for staff.
- Participate in identifying skills and training needs for staff.
- Design and implement a coaching culture where positive and constructive feedback are used as a foundation to building skills and growing capacity.

Skills and Qualifications

- An Accounting (or equivalent) degree in a related field, with preference for a professional accounting designation such as Chartered Professional Accountant (CPA) and/or Certified Aboriginal Financial Management (CAFM) designation

- A minimum of 5-7 years of progressive leadership in financial management, including proven experience with and knowledge of computerized accounting systems, reports and payroll in First Nation band administration.
- Positive experience supervising and influencing direct and indirect reports.
- A demonstrated ability to coach and mentor others to build skills and capacity.
- A demonstrated record of successfully leading, influencing, and supporting organizational goals, projects, and mandates.
- Exemplary communication skills, both written and oral with added value of strong public communication abilities.

A cover letter and resume outlining how you meet these qualifications is requested, c/o: MNP at applicants@mnpc.ca.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications and criminal record check will be required prior to employment.