



## Position Profile

# Controller

Reports To: Chief Financial Officer\*

Direct/Indirect Reports: N/A

Organization: Nlaka'pamux Nation Tribal Council

Date: September 2025

### ABOUT NLAKA'PAMUX NATION TRIBAL COUNCIL

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The Nlaka'pamux Nation Tribal Council (NNTC) is a governing body of the Nlaka'pamux Nation. Carrying out its mandate for over 40 years, NNTC exists to protect and advance the Nlaka'pamux title and rights and is involved with the exercise of jurisdiction, cultural and natural resources, environmental sustainability, emergency management, food sovereignty, economic independence, health, and well-being. NNTC is an Nlaka'pamux entity, not a provincially or federally incorporated or regulated body however, NNTC utilizes a number of associated entities doing work in relation to archaeology, environment, wildlife, construction, and solar power to support its mandate. NNTC is dedicated to acting in the best interests of the Nlaka'pamux.

### ABOUT THE CONTROLLER

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Reporting directly to the CFO, the Controller is responsible for the integrity, accuracy, and timeliness of financial reporting across NNTC's multiple entities. This role is hands-on in managing day-to-day accounting operations, strengthening internal controls, and ensuring compliance with regulatory and funding requirements.

This is a role for someone who thrives in a dynamic, multi-entity environment, where no two days are the same. You'll manage a high-functioning accounting team, ensure smooth month-end and year-end close processes, and partner with the CFO to translate numbers into actionable insight.

You'll play a central role in stabilizing and enhancing financial systems, improving processes, and embedding best practices in accounting operations. You will be trusted to "own the numbers" so the CFO can focus on strategic growth, investment opportunities, and enterprise-level decision-making.



## KEY ACCOUNTABILITIES

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### Financial Operations & Reporting

- Lead all day-to-day accounting operations, including accounts payable, accounts receivable, payroll, and general ledger maintenance.
- Oversee month-end and year-end close processes, ensuring accuracy, completeness, and timeliness of reporting.
- Prepare consolidated financial statements and reports in accordance with applicable accounting standards.
- Manage intercompany transactions and reconciliations across multiple entities.

### Internal Controls & Compliance

- Maintain and strengthen internal controls, accounting policies, and procedures to safeguard assets and ensure compliance with legislation, regulations, and funding agreements.
- Coordinate and support annual audit processes, ensuring clean, unqualified audit results.
- Monitor compliance with grant and government funding requirements, including financial reporting and documentation.

### Budgeting & Forecasting Support

- Partner with the CFO in the preparation of annual budgets, forecasts, and cash flow projections.
- Provide variance analysis and operational insights to support management decision-making.

### Systems & Process Improvement

- Support the stabilization, optimization, and integration of ERP systems (including NetSuite and Workday) to enable efficient and accurate financial operations.
- Identify and implement process improvements and automation opportunities to increase efficiency and reduce risk.

### Team Leadership

- Lead, mentor, and develop a team of accounting professionals, setting clear expectations and fostering a culture of accountability and collaboration.
- Allocate resources effectively to meet deadlines and ensure workload balance across the team.



## EDUCATION AND EXPERIENCE REQUIREMENTS

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- Post-secondary degree in accounting, finance, or a related field, with a Chartered Professional Accountant (CPA) designation.
- 7+ years of progressive accounting experience, including at least 3 years in a leadership role.
- Experience in multi-entity, complex organizations; public practice experience is an asset.
- Proven track record in preparing consolidated financial statements and managing audits.
- Strong knowledge of accounting principles, internal controls, and compliance requirements.
- ERP system experience, preferably NetSuite and/or Workday, with demonstrated ability to improve system performance.
- Experience working with Indigenous organizations or in the context of government funding is an asset.

## SUCCESS TRAITS

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### Detail Orientated Operator

Ensures accuracy and reliability in all financial reporting, with strong attention to detail.

### Proactive Problem-Solver

Anticipates issues, investigates discrepancies, and implements practical solutions.

### Collaborative Partner

Works seamlessly with the CFO, operations, and program leaders to support organizational goals.

### Systems Thinker

Understands how processes connect, and seeks ways to improve efficiency without sacrificing accuracy.

### Calm Under Pressure

Maintains composure and focus during deadlines, audits, and periods of change.

### Trusted Steward

Demonstrates high integrity, accountability, and commitment to safeguarding organizational resources.

This is more than an accounting role. As Controller, your work will underpin the financial health of a growing, values-driven organization. You will be the bridge between day-to-day financial operations and strategic decision-making—helping the CFO and senior leadership team drive sustainable growth while honoring the values and priorities of the Nlaka'pamux Nation.