



## SENIOR FINANCE MANAGER

Terrace, British Columbia (In-office)  
\$100,000 to \$140,000

### ABOUT KITSUMKALUM BAND

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On behalf of our client, Kitsumkalum Band, we are seeking a Senior Finance Manager to lead the Band's accounting function based in Terrace, BC. Kitsumkalum is both a tribe proper of the Tsimshian Nation, being one of fourteen tribes of the Tsimshian Nation, and an Indian Band as defined by the Indian Act. Kitsumkalum is a proud Galts'ap (community) of the Tsimshian Nation, of which there are seven located in Northwestern British Columbia. The Tsimshian tribal territories stretch from the British Columbia/Alaska border in the north to Milbanke Sound in the south, and in land to Fiddler Creek on the Skeena River to the east, and halfway to Haida Gwaii to the west in the Hecate Strait. The Tsimshian people have lived in this region since time immemorial, with Kitsumkalum situated at the Kitsumkalum River confluence with the Skeena River.

Kitsumkalum Band holds title to several reserves. The main reserve, where most members reside, spans 1,040 acres at the confluence of the Kitsumkalum River and the Skeena River. Kitsumkalum Indian Reserve # 1 lies on the western bank of the Kitsumkalum River, and the City of Terrace lies on the eastern bank of the Kitsumkalum River. Kitsumkalum's Dalk-ka-gila-quooux Indian Reserve # 2 is located five kilometres north of Kitsumkalum IR # 1, encompassing 387 acres, and Kitsumkalum's Zimagord Indian Reserve # 3 lies at the Zymagotitz River confluence with the Skeena River is located three kilometres west of Kitsumkalum IR # 1, encompassing 73 acres. Kitsumkalum's special Indian Reserve Port Essington Indian Reserve # 07649 is located on the south bank of the Ecstall River confluent with the Skeena River, approximately 9 kilometres upstream from the Skeena River delta.

Kitsumkalum is actively engaged in treaty negotiations with the governments of Canada and British Columbia. A Treaty ratification vote is scheduled for November 1, 2025, marking a significant step toward to self-governance, land ownership, and long-term community development.

Guided by traditional Tsimshian values and a deep connection to the land, rivers, and ocean, Kitsumkalum Band fosters a way of life rooted in respect, sharing, helping, learning, and teaching. This relationship with the natural world shapes the community's social, cultural, and political identity. As a Galts'ap (community) of the Tsimshian Nation, Kitsumkalum is committed to building a healthy, self-sufficient future through strong leadership, cultural preservation, and accountable governance.

## ABOUT THE SENIOR FINANCE MANAGER

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Reporting to the Council, but with lateral lines of communication to and from the Band Manager, the Senior Finance Manager is responsible for the day-to-day management of the systems of the financial administration of the Band including preparing, administering, and monitoring operating and capital budgets, monthly accounting, and financial planning and reporting. The Senior Finance Manager will create and present financial reports, implement financial plans and policies, ensure best accounting practices are met, and train and mentor a team.

## KEY RESPONSIBILITIES

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This position's overall role and responsibilities are determined by Kitsumkalum Financial Administrative Policy and by Canadian Generally Accepted Accounting Principles. The Senior Finance Manager must be able to make decisions which balance the financial capacity of Kitsumkalum with the need to implement the goals and objectives established by Council concerning the organizational strategic plan and fiscal sustainability. The Senior Finance Manager must be able to make tough decisions and establish financial priorities from competing demands and often with limited resources. They must also make sound decisions regarding the management of all internal control processes and ensure transparency in all financial reporting and accountability for the use of organizational resources. Lastly, this position is responsible for ensuring that all risks are mitigated, and all Kitsumkalum assets are managed, secure, and available for the benefit of the organization and members.

The following are the main responsibilities of the Senior Finance Manager:

### Financial Administration & Oversight

- Administer and maintain the accounts of the Band, excluding the local revenue account.
- Ensure that financial administration systems, policies, procedures, directions, and internal controls are appropriately designed and operating effectively.
- Administer and supervise the preparation and maintenance of financial records and reporting systems.
- Administer and supervise the maintenance of records of all receipts and expenditures of the Band to facilitate the annual audit.
- Evaluate the financial administration systems of the Band and recommend improvements.

### Budgeting & Strategic Planning

- Prepare draft annual budgets.
- Prepare the financial components of reports to Council, including short-, medium-, and long-term plans, projections, and priorities.
- Assist the Band Manager in the preparation of the Band's long-range strategic financial plan.



- Maintain a comprehensive planning file that chronicles the implementation of the annual budget and allows for status reporting to the Audit Committee or Band Manager.

### **Financial Reporting & Compliance**

- Prepare monthly, quarterly, and annual financial statements and reports.
- Prepare and deliver monthly financial reports to Chief and Council, providing insights into financial performance, variances, and key risks.
- Submit timely and accurate financial reports for all programs to relevant funders, including ISC, CMHC, Fisheries and Oceans Canada, Health Canada, First Nations Health Authority, and others, in compliance with funding agreements.
- Monitor compliance with all financial aspects of the Band's legal obligations, agreements, and funding arrangements, and with any policies, procedures, and directions of Council.

### **Risk Management & Asset Protection**

- Develop and recommend procedures for safeguarding assets and ensure that approved procedures are followed.
- Develop and recommend procedures for identifying and mitigating financial reporting and fraud risks and ensure that approved procedures are followed.
- Ensure tangible capital assets and inventory of the Band is accurate and up to date.

### **Policy & Advisory Support**

- Provide high-level technical and strategic financial and policy advice to the Band Manager.
- Advise the Band Manager on a timely basis regarding the Band's current and anticipated financial status.
- Maintain effective working relationships with funding agencies and other financial institutions.

### **Operational Leadership**

- Oversee all accounting functions and systems including accounts payable, accounts receivable, payroll, general ledger, banking, budgeting, financial reporting, and taxation in accordance with Kitumkalum policies and government regulations.
- Oversee the financial requirements for all staff benefit plans including group insurance, pension, dental, and life insurance plans.
- Oversee the Band's property taxation regime.
- Oversee Band contractual arrangements as delegated by the Band Manager.
- Develop, manage, and maintain a Management Information System.

### **Council Engagement**

- Prepare or provide documentation and financial information required by Council.
- Carry out any other activities specified by Council that are consistent with the Senior Finance Manager's duties under policy.

- Liaise daily with the Band Manager on all finance-related matters and provide weekly summaries of accounting operations including key accomplishments, issues of concern, and any financial irregularities.
- Perform any other duties of the Senior Finance Manager under the Kitsumkalum Financial Administration Policy.

## SKILLS AND QUALIFICATIONS

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- Accounting Designation (CPA, CA or CPA, CMA, or CPA, CGA), in good standing or nearing completion.
- Post-secondary education in accounting, finance, or a related discipline.
- Minimum 3 years of experience in a senior finance or accounting role, including team leadership.
- Familiarity with Indigenous Financial Administration Policies or similar governance frameworks.
- Experience working with First Nations communities or in non-profit/government settings.
- Strong knowledge of GAAP and Public Sector Accounting Standards (PSAS).
- Proven ability to establish and manage financial reporting systems and internal controls.
- Experience preparing budgets, financial statements, and audit documentation.
- Proficiency in accounting software (e.g., Xyntax, Sage) and advanced Excel skills.
- Strong communication skills, with the ability to present financial information to Council and non-financial stakeholders.
- High ethical standards, sound judgment, and ability to manage confidential information.
- Knowledge and respect for Tsimshian culture, traditions, and governance, or a strong willingness to learn.
- Valid BC Driver's License (Class 5) and satisfactory Criminal Record Check.

This role will appeal to an experienced, designated accountant looking to lead and manage a small accounting team. Taking ownership of all financial matters of the Nation, this role is an exciting opportunity for those motivated by the significant responsibility of this role. A clear communicator of accounting language, you will be comfortable presenting and discussing finance with non-financial partners and managers. An expert in Accounting, you will enjoy leading systems and process improvements. Finally, you will enjoy working closely with and supporting the Band Manager in their positive impact on the community members. This role is an office-based position, applicants are expected to reside within reasonable commuting distance or be willing to relocate to the Terrace, BC area. Relocation support may be offered to a qualified candidate who is not currently located in the area.

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal Ancestry.

We ask individuals interested in this opportunity to send their resume to Fred Punter at [fred.punter@MNP.ca](mailto:fred.punter@MNP.ca). We thank all interested applicants, however; only those selected to progress will be contacted.