



SENIOR FINANCE MANAGER

MERRITT, BRITISH COLUMBIA (HYBRID)
\$110,000 TO \$130,000

ABOUT SHACKAN INDIAN BAND

On behalf of our client, Shackan Indian Band, we are searching for a Senior Finance Manager to lead their accounting function located in Merritt, BC. The Shackan Indian Band, also known as "14 Mile," is a proud Nlaka'pamux First Nations government located in the Nicola Valley of British Columbia. The bands who make up the Scw'exmx are, in turn, members of the Nlaka'pamux Nation. The Nlaka'pamux traditional territory extends well into the State of Washington, as far north as Ashcroft, as far east as Douglas Lake and as far West as Lillooet.

All the communities of the Nlaka'pamux Nation hold title to this territory, encompassing thousands of square kilometers collectively. The Shackan Indian Band has three reserves. The majority of band members reside on the main reserve, located along the Nicola River, which has a total land base of 6,413 acres. The Papsilqua Reserve is located to the northeast of Papsilqua and Skuhun Creek with a total of 730 acres. The Soldatquo Reserve is located a few kilometres north of Shackan with the total land area. of 2,429 acres.

Guided by traditional Scw'exmx values such as respect, sharing, helping, learning, teaching and working together, the Shackan Indian Band is committed to fostering a healthy, self-sufficient community. Their mission is to support the well-being and empowerment of all members through respectful, professional, and positive leadership and service delivery.

ABOUT THE SENIOR FINANCE MANAGER

Reporting to the CEO/Band Manager, the Senior Finance Manager will be required to produce and analyze financial information critical to Shackan Indian 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. The ideal candidate will be a collaborative leader with exceptional analytical skills, who can demonstrate a deep understanding of accounting practices and procedures and effectively communicate financial information with diverse personalities.

KEY RESPONSIBILITIES

This position's overall role and responsibility are determined by Shackan Financial Administrative Law, CEO/Band Manager under statutory appointment, and by Canadian Generally Accepted Accounting Principles. The Senior Finance Manager must be able to make decisions which balance the financial capacity of Shackan with the need to implement the goals and objectives established by the CEO/Band Manager 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 Shackan assets are managed, secure, and available for the benefit of the organization currently and in the future.

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

- Develop and maintain financial controls required to safeguard the Shackan Band's financial assets.
- Provide a high level of technical and strategic financial and policy advice to the CEO/Band Manager.
- Maintain broad oversight of all internal controls and responsibilities under the Financial Administrative Law (FAL).
- Oversee all financial systems for the recording of all receipts and expenditures and implement the necessary internal controls to safeguard the Band's financial assets.
- Oversee all accounting functions and systems including accounts payable, accounts receivable, payroll, general ledger, banking, budgeting, financial reporting, and taxation in accordance with Shackan policies and government regulations. Ensure accuracy of all financial functions.
- Lead the development, implementation, and ongoing monitoring of the annual budget, ensuring alignment with Shackan's strategic goals and financial capacity.
- 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 Shackan CEO/Band Manager.
- Maintain an all-inclusive planning file which chronicles the implementation of the annual budget in such a manner that a current status report can be provided upon reasonable notice to the Audit Committee or Shackan CEO/Band Manager.
- Maintain accurate, thorough, and effective financial record-keeping systems.
- Ensure compliance with Shackan Band's financial policies and procedures.

- Prepare and deliver monthly financial reports to Chief and Council, providing clear insights into financial performance, variances, and key risks.
- Prepare and submit timely and accurate financial reports for all programs to relevant funders, including ISC, CMHC, Health Canada, and others, in compliance with funding agreements.
- Ensure compliance with ISC, CMHC, Health Canada, and other funding partner(s) agreements and programs.
- Develop, manage, and maintain a Management Information System.
- Prepare and deliver final draft on all supporting information for annual audit engagements and preparation.
- Ensure inventory of Band assets is accurate and up-to-date.
- Advise the CEO/Band Manager on a timely basis regarding the Band's current and anticipated future financial status.
- Assist the Shackan CEO/Band Manager in the preparation of the Band's long-range strategic financial plan as required.
- Maintain effective working relationships with funding agencies and other financial institutions.
- Liaise daily with the Shackan CEO/Band Manager on all finance-related matters. Provide the weekly summary of accounting operations including key accomplishments, issues of concern, and any financial irregularities.
- Other duties or responsibilities as assigned by Shackan CEO/Band Manager.

SKILLS AND QUALIFICATIONS

- Canadian Accounting Designation (CPA or CAFM) member in good standing or in the final stages of completing designation.
- Post-secondary education in business, accounting or other relevant discipline.
- Demonstrated and thorough knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting and Auditing standards (PSAS).
- Minimum of three (3) years' experience in a mid-level or senior accounting finance function.
- Experience in a managerial/supervisory capacity of an accounting team.
- Experience working within a First Nations community is desirable. However, relevant experience from a non-profit setting or non-indigenous government would also be applicable.
- Experience regarding the establishment of financial reporting systems on a complete and timely basis.
- Detailed knowledge of accounts payable, accounts receivable, payroll, bank reconciliation, budget, and general ledger processing.
- Excellent competency in the preparation of financial statements and analysis.
- Possesses strong leadership, management, and strategic planning skills.
- Excellent time management, organizational, planning, and analytical skills.
- Possesses strong ethical standards, work ethic, and highly motivated.
- Ability to work in a team-gearred, cultural, and politically sensitive environment.

- Ability to balance competing priorities, multitask, and to work under pressure.
- Ability to be flexible and to work in an environment that applies cross training within other departments.
- Advanced user of accounting software such as Xyntax, Sage or a similar system.
- Expert knowledge of Microsoft Office applications, including advanced spreadsheet skills, including sorting, subtotaling, macros, importing and exporting.
- Excellent verbal and written communication skills. Proven ability to communicate effectively on accounting and budget matters to ensure compliance with accepted policies and practices.
- Ability to maintain confidentiality and abide by Shackan Indian Band's Policies and Procedures.
- Knowledge, respect and understanding of Nlaka'pamux people culture, traditions and language is considered an asset.
- Valid BC Driver's License, Class 5.
- 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 relish working in closely supporting the CEO/Band Manager in their positive impact on the community members. This role is a hybrid work/home-based position, applicants are expected to reside within reasonable commuting distance or be willing to relocate to the local area. Relocation support maybe be offered to a qualified candidate not current 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 that individuals interested in this opportunity to send their resume to kam.ketler@mnp.ca. We thank all interested applicants, however; only those selected to progress will be contacted.

