



GWA'SALA - 'NAKWAXDA'XW NATION

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • VON 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAK

Job Posting

Director of Finance – Full Time – On-site

Since 1964 the Gwa'sala-Nakwaxda'xw Nation is located near Port Hardy, BC on the northern tip of Vancouver Island. Prior to 1964 we lived as two separate tribes. The Gwa'sala, lived and traveled around Smith Inlet and the surrounding islands. The 'Nakwaxda'xw, lived by Seymour Inlet, the Deserter's Group, Blunden Harbor and surrounding islands. We have approximately 1100 members with about 450 who reside in our community of Tsulquate.

Gwa'sala-'Nakwaxda'xw Nation employs approximately 130 employees on a fulltime, part-time, project or seasonal basis.

Overview of the Position

Having enacted its *Financial Administration Law* under the authority of the *Fiscal Management Act*, the Gwa'sala-'Nakwaxda'xw Nation is looking for an experienced person to serve as Director of Finance.

The Director of Finance, reporting to the Chief Administrative Officer, will be responsible for the day-to-day management of the financial administration systems of Gwa'sala-'Nakwaxda'xw Nation.

The Director of Finance will ensure the financial administration systems, policies, procedures and internal controls are appropriately designed and operating effectively. The successful applicant will have proven skills and abilities developed in a senior finance role, **preferably in a First Nation** organization.

Competencies

- Judgment and decision-making – considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex problem solving – can solve novel, ill-defined problems in complex, real-world settings.
- Communication - expresses and transmits information with consistency and clarity.
- Management of Personnel – motivates, develops and directs employees under their direction and identifies the best people for the job.
- Monitoring – keeps track of and assesses personal performance as well as the performance of employees under their direction to make improvements or take corrective action.



GWA'SALA - 'NAKWAXDA'XW NATION

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • VON 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAK

- Active learning – understands how new information could be used to solve current and future problems in making decisions.
- Active listening – gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Accountability - takes ownership of personal workload, as well as the workload of employees under their direction to ensure tasks are complete.
- Attention to detail - attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of tasks.
- Leadership - works well with a wide range of individuals to provide support, coaching, encouragement, and direction.
- Conflict management - foresees potential conflict and takes preventative steps, manages conflicts when they arise, and assists with resolution.
- Results orientated - focuses on desired outcomes, and the means by which they are achieved in order to meet or exceed goals
- Time management – manages own time and the time of others.

Job Responsibilities

- Plan, manage and evaluate the financial administration systems of Gwa'sala-'Nakwaxda'xw Nation.
- Ensure the financial administration systems, policies, procedures and internal controls are appropriately designed and operating effectively.
- Evaluate the financial administration systems of Gwa'sala-'Nakwaxda'xw Nation and recommend improvements
- Administer and maintain all charts of accounts of Gwa'sala-'Nakwaxda'xw Nation.
- Prepare the draft annual budgets.
- Coordinate and provide guidance with respect to Gwa'sala-'Nakwaxda'xw Nation's financial planning, including multi-year financial plans and strategic plans.
- Review and provide guidance with respect to Gwa'sala-'Nakwaxda'xw Nation's financial policies.
- Prepare the monthly financial information reports, the quarterly financial statements, the annual financial statements and any other special purpose financial reports.
- Interpret financial information and recommend further courses of action.
- Administer and supervise the preparation and maintenance of financial records and the financial administration reporting systems.
- Actively monitor compliance with all applicable laws, regulations, standards, principles, policies and procedures respecting the financial administration of Gwa'sala-'Nakwaxda'xw Nation.



GWA'SALA - 'NAKWAXDA'XW NATION

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • VON 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAK

- Actively monitor compliance with any funding agreement entered into by Gwa'sala-'Nakwaxda'xw Nation.
- Develop and recommend procedures for the safeguarding of assets and ensure approved procedures are followed.
- Develop and recommend procedures for identifying and mitigating risk of fraud and ensure approved procedures are followed.
- Actively monitor the financial performance of Gwa'sala-'Nakwaxda'xw Nation against the approved annual budget and report any variance.
- Liaise with auditors to ensure appropriate monitoring of Gwa'sala-'Nakwaxda'xw Nation's finances are maintained.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Develop strategic performance metrics and targets that are consistent with Gwa'sala-'Nakwaxda'xw Nation's strategic plan.
- Correspond and coordinate with various other departments to discuss Gwa'sala-'Nakwaxda'xw Nation's plans and future paths to be taken.
- Recruit, train and manage employees.

Job Requirements

- Bachelor's degree in business administration, finance, economics, commerce, accounting or a related field. In addition, a master's degree in a management program or in business administration (MBA) with a concentration in finance would be an asset.
- Experience working in First Nation Finance, auditing, budgeting, financial planning, financial analysis or other financial activities.
- Strong interpersonal, communication and presentation skills.
- Able to manage, guide and lead employees to ensure appropriate financial and accounting processes are being used.
- Advanced proficiency with accounting and finance software.
- Accounting designation CPA
- A strong understanding of financial statistics and generally accepted accounting principles.
- Working knowledge of applicable legislation, regulations, rules and requirements.
- Previous experience assessing the performance of finance department employees.
- Strong coaching and leadership skills, both on a formal and informal basis.
- Knowledge of standard office procedures and practices.

Work Conditions



GWA'SALA - 'NAKWAXDA'XW NATION

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • VON 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAK

- Full time position – on site – working from home will not be considered
- Expectation of overtime as required.
- Working in a busy office environment with frequent interruptions.
- Management of employees in the finance department under their direction.
- Daily interaction with employees, management, and the public at large.
- Extended use of a computer.
- The position adheres to the personnel policies and procedures, and code of ethics of the Gwa`sala-`Nakwaxda`xw Nation.
- This position requires a Criminal Record Check.
- Gwa`sala-`Nakwaxda`xw Nation offers a competitive salary, depending on experience and compensation package.

Closing Date: August 15th, 2021

Please email cover letter and resume to: bandmanager@gwanaknations.ca

Only those short listed will be contacted.