



Ehatesaht First Nation Band Administrator

We are a small nation with big dreams and we seek to add an excellent administrator to our dynamic team.

We are remotely located in Zeballos, BC on the West Coast of Vancouver Island. We have a diversified portfolio in forestry, fisheries, micro-hydro projects, and small businesses. We also deliver a variety of social services including education, health, housing, capacity and social development. We are actively engaged in social justice issue too.

You are a dynamic, energetic professional experienced in FN Administration. You have an understanding of rural and remote living and appreciate the complexities and benefits of this lifestyle. You can provide leadership in strategic planning, advise on policy and implement work plans for the Ehatesaht. You are capable of personnel management, and trouble-shooting situational conflict. You can ensure that Tribal policies, regulations, and legal responsibilities are adhered to, and that Chief and Council decisions are effectively implemented. You are competent with financial management, and you have experience with not-for-profit fundraising.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Personnel Management:

- 1.1. Day to day management, advising and directing staff,
- 1.2. Ensure programs and related work plans are on target,
- 1.3. Capacity development planning; establishing and maintain up-to-date job descriptions for all staff,
- 1.4. Chairing all staff meetings,

2. Strategic and Financial Management:

- 2.1. Oversee and Implement Band Council Strategic Plans,
 - 2.2. Attends off-site meetings when required,
 - 2.3. Submits reports to external funders on a timely basis,
 - 2.4. Monitors Band's financial well-being and advises Band Council on current status,
 - 2.5. Ensures Nation is accessing available external funding, and
3. Undertakes other related duties as requested by Chief and Council.
 4. Direct reporting responsibility to Chief and overall to Council

QUALIFICATIONS:

- An undergraduate degree in business or public management required
- Five consecutive years as a senior manager experience required
- Strong financial management skills
- Excellent communication skills, including verbal, written and presentation skills
- Skilled in negotiating and conflict resolution
- Holistic approach to organization and community development
- Excellent time management skills; well organized
- Computer literate
- Can pass a criminal records check
- Have a personal wellness plan

To Apply submit your hand written cover letter, resume and three references to our office. For a detailed job description contact the Interim Band Manager. Box 59 Zeballos, BC V0P 2A0 P:250-761-4155 F: 250-761-4156 ehatesaht.office@ehatis.ca

DEADLINE TO APPLY IS November 2, 2018 11:00 am only those short-listed will be contacted for interview

POSTING



Financial Controller

ᑭihatis /čiinaxint in Zeballos, BC is looking for a Financial Controller. Your role is to ensure legal financial reporting requirements are maintained in order to meet the accountability standards of Ehattesaht membership, NTC, Provincial & Federal Gov'ts and other agencies as required. To present timely financial statements on a consistent and comparable basis to Chief & Council and Management. To maintain the chart of accounts and reconcile banks and various accounts for the Band, program departments and related businesses. Variance analysis performed on regular basis. You are familiar with year-end reporting requirements and will assist in annual audit preparation by preparing financial statements and working papers.

The successful candidate will report to the Band Manager and be responsible to:

- ensure legal financial reporting requirements are maintained in order to meet the accountability standards of Ehattesaht membership, NTC, Provincial & Federal Gov'ts and other agencies as required
- present timely financial statements on a consistent and comparable basis to Chief & Council and Management.
- maintain the chart of accounts and reconcile banks and various accounts for the Band, program departments and related businesses.
- assist in annual audit preparation by preparing financial statements and working papers.
- Manage and maintain effective and efficient financial systems
- Manage reporting for government contracts and agreements
- Manage the computerized accounting systems

Qualifications

- Adagio, Paymate, Excel & Word
- Bank reconciliation experience
- Proven Sobriety, Bondable, Provide Criminal Record Check
- Class 5 license and access to a vehicle
- Accounting Designation or 5 years equivalent prior related experience

To apply submit your resume, expected remuneration and handwritten cover letter to:

ᑭihatis /čiinaxint Box 59

Zeballos, BC V0P 2A0

fax: 250-761-4156

email: ehattesaht.office@ehatis.ca

Only those short-listed will be contacted for an interview.

Deadline to apply November 2 , 2018 11:00 am