



JOB POSTING

FINANCE MANAGER

The Tla'amin Nation is a modern, forward-thinking First Nation Government at an exciting point in its history. In April 2016, the community became self-governing through the Modern Treaty Process. You have a tremendous opportunity to participate in making history, while situated in this stunning, safe and serene coastal community.

We are seeking a qualified accountant to fill the role of **Manager of Finance** with the Nation. As a member of the management team, you will be working closely with the Chief Financial Officer. You will not only lead a team, but also serve as a role model reinforcing excellent ethical values. You are a great communicator and capable of leading a group of people with varied experiences and backgrounds. You understand the importance of building strong relationships across the organization.

WE OFFER

- Competitive salary
- A comprehensive health & dental plan and disability insurance fully paid for by the Nation
- An optional private group pension plan with matched contributions
- Opportunities for professional development

DUTIES & RESPONSIBILITIES

Financial Oversight

- Provides governance for all financial transactions including accounts receivable, accounts payable, funding, & general ledger entries
- Provides coaching/mentoring to facilitate the growth & professional development of direct reports
- Supports the Chief Financial Officer in the development & management of the Nation's budgets
- Manages banking relationships, cash flow monitoring & banking security
- Oversees year-end transactions & audit file preparation
- Liaises with external accounting firm for assurance engagements
- Maintains/updates accounting procedures & policies

Financial Reporting

- Prepares consolidated financial reporting and dashboards
- Prepares departmental reports with analysis of actual to budget
- Supports Chief Financial Officer to empower Finance Committee & Dept. Managers with accessible & insightful financial information to assist in decision-making
- Continually improves budgeting analysis for financial planning & accountability
- Manages general ledger, department, and project reporting structure
- Ensures accounting software functionality meets reporting requirements
- Supports managers & Finance Committee with ad hoc analysis & reporting as required

Administration

- Supports team members by collaboratively setting processes, project management, goal-setting & monitoring
- Works to continuously improve processes across the Finance team.
- Other duties as assigned by the CFO

QUALIFICATIONS

- CPA designation
- 5 years of experience in finance/accounting
- Several years solid leadership/management experience
- Demonstrated experience managing intercompany transactions and service agreements
- Highly proficient with accounting software from daily recording transactions and reconciliations to design and set-up of new corporations, chart of accounts and financial statements
- Experience with Xyntax software a strong asset
- Excellent with MS Office & Google Suite skills with extensive working knowledge of Excel & Google Sheets
- Excellent verbal/written communication & presentation skills
- Experience in conflict management/resolution

DATE POSTED: July 19th, 2021**CLOSING DATE:** Open until filled**DETAILS:** Full-Time, Permanent (not a remote work position)**REPORTS TO:** Chief Financial Officer

E-mail cover letter & resume to: **Dwayne Worthing, HR Director** at dwayne.worthing@tn-bc.ca citing "Finance Manager" in subject heading of your e-mail or drop-off/mail to Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

We thank all applicants for their interest, however only those shortlisted will be contacted