

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Finance Manager

Finance Department

The **Lytton First Nation (LFN)** is recruiting a Finance Manager for the Finance department. The Finance Manager is responsible to assist the Finance Director in the management and administration of the Lytton First Nation (LFN) Finance Program including the preparation, administration and control of operating and capital budgets, financial planning and reporting, financial statement preparation, general accounting, payroll, accounts receivable, accounts payable, project-capital accounting, and the development of accounting reports.

General Duties:

- Perform all duties and responsibilities in accordance with Lytton First Nation policies, regulations, and procedures, as directed by the Finance Director
- Supervises Finance Program staff
- Evaluate the performance of finance staff
- Assist with staff professional development
- Assist in the recruitment of Finance personnel
- Assist with the Finance Program operating and capital budgets
- Administer the Finance Program in accordance with the approved budget(s)
- Attend meetings of Administration
- Attend special events and meetings in the community
- Assist the Finance Director to manage the Finance Program of LFN including accounts payable, accounts receivable, general accounting, payroll, special projects accounting, financial management, and reporting, in accordance with LFN Policy and Directives
- Provide support to Program managers in the development and administration of their budgets
- Direct the LFN Budgeting Control System
- Monitor budgets of Programs and provide Programs with regular reports
- Develop monthly expenditure and budget reports by cost center, and a consolidated report
- Keep up to date on all current federal, provincial and municipal developments, laws and regulations that affect the financial operation of LFN
- Direct and supervise employee payroll, and ensures that deductions are in accordance within Government and Group Insurance requirements
- Ensure the required remittances are paid to WCB, Receiver General, and Medical Services and to the Group Insurance Carrier
- Direct and supervise accounts payable and accounts receivable



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- Ensure all visa receipts and statements reconcile
- Monitor accounts payable to ensure purchases - expenditures are within budget and according to policy
- Record all accounting - business transactions, processes accruals and adjustments, reconcile accounts, and prepares monthly accounting statements
- Other duties as required.

Job Skills Experience and Other Requirements

- Familiar with Adagio, Paydirt, Microsoft Office or willing to learn
- Experience in an office environment and ability to work in a fast-paced environment
- Able to multitask, proficient with time management skills and exceptional team player
- Experience with bookkeeping, accounting and data entry
- Good at planning, time management, and excellent written/verbal skills
- Assist with budgets, proposal writing, and reporting.

Deadline: May 24, 2024

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

Attention: Human Resources Manager

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