



# Tsq'escen' First Nation

## Elksts re Kikwe *Finance Technician*

### Job Summary:

The Finance Technician plays a key role in supporting the financial operations of the Child and Family Jurisdiction Agency. Reporting to the Finance Sr Manager, this position is responsible for maintaining accurate financial records, supporting budget tracking, processing transactions and preparing reports in compliance with internal policies and external funding requirements.

Working within a culturally grounded governance structure, the Finance Technician ensures financial practices align with community values and jurisdictional authority. The role requires a strong understanding of financial systems, attention to detail, and the ability to work respectfully and collaboratively across departments that deliver vital child and family services.

The Finance Technician safeguards the integrity of financial information while supporting the agency's mission to serve children, families and community members in a way that upholds their rights, culture and Nation-led mandates.

### Duties and Responsibilities

1. Performs all duties and responsibilities in accordance with the Elksts re Kikwe policies, standards and procedures, and as directed by the Elksts re Kikwe Director of Services
2. **Financial Administration & Record-Keeping**
  - a. Maintain accurate, up-to-date financial records in accordance with finance policies and ISC reporting structure.
  - b. Process and reconcile accounts payable and receivable, including vendors, contractors, and funding bodies.
  - c. Ensure financial transactions comply with internal policies and funding agreements.
3. **Budget Support & Monitoring**
  - a. Assist in the preparation, tracking and monitoring of program and department budgets.
  - b. Prepare financial variance reports for department heads and Executive Leadership.
  - c. Support program leads in understanding and managing their budgets and allowable expenses.
4. **Payroll & Benefits Administration**
  - a. Assist in the processing of biweekly/monthly payroll and employee benefits administration.
  - b. Ensure proper coding of payroll expenses and reconciliation with financial records.
5. **Funding & Reporting**
  - a. Track expenditures related to provincial and federal child and family services funding.
  - b. Assist with the preparation of financial reports for funders, Chief and Council, and external auditors.
  - c. Prepare supporting documentation for claims, reimbursements, and year-end reporting.
6. **Procurement & Contract Support**
  - a. Process purchase orders and monitor procurement in accordance with agency and Nation procurement policies.
  - b. Maintain contract payment schedules and ensure timely payments for services and supports.
7. **Support for Audits & Financial Reviews**
  - a. Compile financial data and documentation required for internal and external audits.
  - b. Work with auditors and financial consultants to address queries and provide backup documentation.
8. **Confidentiality & Cultural Sensitivity**
  - a. Maintain strict confidentiality on all financial and client-related information.
  - b. Ensure all financial work supports the culturally safe delivery of child and family services in alignment with the First Nation's values and jurisdiction.
9. **Collaboration & Communication**
  - a. Work closely with social work, program, and leadership staff to align financial support with program delivery needs.
  - b. Provide financial summaries and updates to the Finance Manager or Executive Director as required.
10. **Policy Compliance**
  - a. Ensure adherence to agency financial policies, First Nation governance structures, and applicable legislation.
  - b. Support the development or review of financial policies and internal controls specific to child and family jurisdiction.
11. **Professional Development**
  - a. Participate in training and professional development opportunities, especially those related to Indigenous child welfare legislation, financial governance, and culturally relevant practices.

### Skills and Abilities:

- **Confidentiality & Ethics** – Maintains discretion and upholds organizational values; builds trust and works with integrity.
- **Interpersonal Skills** – Maintains professionalism in communication; addresses conflict respectfully and constructively.
- **Organizational Support** – Follows and improves internal policies; supports strategic goals of the Nation.
- **Problem Solving** – Approaches challenges thoughtfully; recommends solutions that are culturally safe and legally sound.
- **Teamwork** – Fosters a positive and collaborative work environment; supports fellow staff and management.

### Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's Licence.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence.
- Travel to other related organization locations may be required.
- Receives moderate supervision with less frequent direction and occasional review of the work performed.

**Term:**                      **Full time**  
**Monday to Friday – 35 hours/ week**

**Hourly rate of Pay:**        **Depending on education and experience; willing to train.**

**Application Deadline:**    **Open until filled**

**Cover Letter & Resume sent to:**

**Delair Ignatius, Operations Assistant**  
 Tsq'escen' First Nation  
 Box 1030  
 100 Mile House, B.C.  
[opsassist@tsqescen.ca](mailto:opsassist@tsqescen.ca)

**Note:**

***As per Section 4.2 (4.2.3) of the Tsq'escen' First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.***  
***Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.***