



CONTROLLER (PITT MEADOWS, BC)

On behalf of our client, Katzie First Nation (“Katzie”), we are searching for a Controller to join their team located in Pitt Meadows, BC. The Controller, with the support of the Director of Finance, will be responsible for the financial management and administration of the organization to better serve their diverse community. Katzie’s territory extends south from the headwaters of the Pitt River in the north, to the Alouette River in the east, the Serpentine and Nicomekl Rivers in the south, and down the lower Fraser River to the mouth. Katzie have stewarded the lands and waters within their territory, handed down to them by their ancestors, for the benefit of future generations, since time immemorial.

Reporting to the Director of Finance, the Controller will be required to produce and analyze financial information critical to Katzie’s interests, including the preparation, administration and monitoring of operating and capital budgets, monthly accounting, and financial planning and reporting. The Controller will have supervisory responsibilities including creating and presenting financial reports, implementing financial plans and policies, ensuring best accounting practices are met, and training and mentoring a team of staff. The ideal candidate will be a collaborative leader with exceptional analytical skills, who can demonstrate a deep understanding of accounting practices and procedures and effectively communicate financial information with diverse personalities.

Responsibilities

- Providing support and supervision to the accounting team
- Ensuring that all month-end financial accounting duties and all resulting financial reporting are completed accurately and in a timely manner
- Coordinating all activities within the Finance Department including accounts payables, accounts receivables, general accounting, payroll, special projects accounting, financial planning, and reporting
- Providing support to all Departments and their Managers
- Assisting in the process of monitoring and evaluating services
- Attending scheduled Department Managers meetings
- Performing all duties and responsibilities in accordance with the policies and procedures manual and as directed by the Director of Finance
- Assisting in the recruitment, training, and performance evaluation of finance personnel
- Assisting with the development and creation of a Finance Committee
- Participating on and supporting the Finance Committee
- Developing journal entries for new fiscal year budgets
- Supervising and assisting in the development and maintenance of accounting files and records
- Supervising all accounting including business transactions, processing accruals and adjustments, reconciling accounts and preparing monthly accounting statements
- Supervising and assisting the Finance staff in the process of electronic financial data input
- Supervising and assisting the Finance staff in the process of payroll activities and reporting
- Participating in financial planning activities
- Coordinating the development of the operating and capital budgets



- Developing and implementing a fixed asset inventory control system
- Providing support in the development of business proposals
- Implementing the financial investment plan as directed by the Director of Finance
- Assisting Senior Management in the development and administration of their budgets
- Monitoring budgets of all programs and providing Senior Management with regular reports
- Monitoring accounts payables to ensure that purchases and expenditures are within budget and according to policy
- Participating in scheduled meetings
- Keeping abreast of federal, provincial, and municipal developments, laws and policies that may affect the financial operations of the organization
- Coordinating and/or completing financial reports for various funders including First Nations Health Authority (FNHA), Indigenous Services Canada (ISC), Government of Canada, Province of BC and others
- Providing financial statements to the Director of Finance on a regular schedule, and as required
- Preparing for regular meetings, setting agendas, and ensuring the accurate completion and distribution of minutes
- Completing year-end adjustments as directed by the Director of Finance
- Preparing for and participating in annual audits
- Preparing for and participating in supervisory meetings with the Director of Finance
- Preparing for and participating in annual staff performance evaluations

Skills & Qualifications

- Must possess a current professional accounting designation (CPA)
- University Degree in Accounting or equivalent degree required
- At least 1 year of experience as a Controller
- Minimum 3 years working experience in accounting
- Knowledge of Generally Accepted Accounting Practices (GAAP), Canadian Public Sector Accounting Standards, tax laws, and First Nation reporting requirements
- First Nation Accounting experience considered an asset
- Strong technology skills and ability to work as a member of a multidisciplinary team
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships
- Ability to develop consultative relationships with the Director of Finance and Chief Administrative Office
- Ability to write concise reports to various audiences
- Ability to represent and to promote First Nation services
- Effective communication skills with individuals at all levels of the organization
- Computer literate, including effective working skills of MS Word, Excel, and e-mail. Good working knowledge of Adagio accounting software or similar preferred
- Ability to adapt to and learn new software
- Ability to work efficiently as a part of a team as well as independently
- High-level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work



- Knowledge and experience working with relevant First Nation Financial Management Board framework of good governance and finance practices

This position will be of interest to an individual who is driven by meaningful change and enjoys being an integral part of First Nation policy development and processes to better enhance the decision-making process. Located in Pitt Meadows, the team works both remotely, and in the office. This role will have the opportunity to grow into a more senior position within a year or two based on demonstrated performance and fit within the organization.

If you are interested in learning more about this exciting opportunity, kindly forward your resume to kam.ketler@clearchoicehr.ca. We thank all interested applicants, however; only those selected to move forward will be contacted. Preference will be given to Katzie First Nation community members, but all who are qualified are encouraged to apply.