

FINANCE MANAGER

(WILLIAMS LAKE, BC)

On behalf of our client, The Northern Shuswap Tribal Council (“NSTC”), we are searching for a Finance Manager to join their team in Williams Lake. The Northern Shuswap Tribal Council is a community-based organization that provides advisory and support services to its four communities to preserve and promote Secwepemc culture and history and to assist the communities to achieve their vision of self-determination. NSTC is comprised of four bands with over 2,500 members. The four autonomous bands are Xatśúll First Nation, Stswēceríc Xget’tem First Nation, Williams Lake First Nation, and Canim Lake Band. NSTC works in unity and collaboration with the member communities, to build capacity and equity by providing education, training, cultural, political, and economic opportunities while respecting and preserving the cultural and environmental values of the communities.

Reporting to the Executive Director, the Finance Manager contributes to the overall success of the organization by effectively managing the provision of financial services, accurate accounting, risk management services, as well as general administrative support for the organization. These services can include budgeting, financial planning, reporting and support for audit functions. The Finance Manager promotes the achievement of the goals and objectives of the organization by helping employees understand financial information, providing accurate, confidential information and providing input to all planning cycles.

Key Responsibilities:

Financial Accounting and Reporting:

- Develops and maintains timely and accurate financial statements and reports to assist users and that match generally accepted accounting principles (GAAP)
- Develops, implements, and ensures compliance with internal financial and accounting policies and procedures
- Ensures that all statutory requirements of the organization are met including withholding payments (CPP, EI), Income Tax, Goods and Services Tax, WCB, Employee Benefits (Pension and Health Benefits)
- Prepares all supporting information for the annual audit and liaises with the Auditor as necessary for INDC, Treaty Society and Tribal Council
- Documents and maintains complete and correct supporting information for all financial transactions
- Assists managers to understand and apply correct financial codes for more accurate reporting
- Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, payroll and petty cash
- Reconciles bank and investment accounts
- Manages the cash flow and prepares cash flow forecasts in accordance with policy
- Maintains or oversees the general ledger, accounts payable, accounts receivable and payroll
- Works with the Executive Director to develop and implement policies and procedures to ensure that personnel and financial information is secure and stored appropriately
- Manages the acquisition of capital assets and ensures that they are properly recorded
- Handles online banking by reviewing balances, transmitting payroll, transferring funds, setting up new accounts and processing on-line payments

Budget Preparation:

- Establishes guidelines for budget and forecast preparation
- Prepares annual budget in consultation with management for external partners and/or the governing body
- Prepares account set up each year
- Assists Program Managers with the preparation of budgets and the development of budgets related to funding applications

Project Management Accounting:

- Maintains financial records for each project in a manner that facilitates management reports
- Ensures that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provides accurate and timely reporting on the financial activity of individual projects
- Provides consultation and advice to staff on financial procedures, policies and understanding of financial information
- Provides preparation for the Audit process including the reconciliation of accounts, review and posting of all sub ledgers to the GL
- Ensures that annual society and corporations reports are completed and filed as required to maintain societies and corporations in good standing

Risk Management:

- Works with management to monitor risk management policies and procedures to ensure that program and organizational risks are minimized through effective controls and checks
- Advises the Executive Director on appropriate insurance coverage
- Works with the governing body and Executive Director to negotiate with the Bank for lines of credit or other financial services as required and appropriate

Human Resources and Administration:

- Day to day management and oversight of the accounting and finance team.
- Works with management to negotiate and manage the employee insurance and benefits plans
- Oversees and supervises all program staff (in the absence of the ED); coordinates and participates in the recruitment of staff
- Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues, and consults with Executive Director when progressive disciplinary actions are required

Finance Office Administration:

- Oversees the management of all leases, contracts, and other financial commitments
- Monitors all legislation relevant to the organization (labour code, occupation health and safety, human rights, privacy etc.) and all regulations on professional certification to ensure that the organization is compliant

Skills & Qualifications:

- Degree in Business Administration, Commerce, Accounting or a related field
- Professional Accounting Designation is an asset
- Minimum 5 years of progressive financial experience performing accounts payable, accounts receivable, payroll, general ledgers, budget preparation, and financial reporting in a multi-department environment
- Experience supervising and managing staff
- Ability to work independently and build effective interpersonal relationships
- Ability to work collaboratively with the Management team in the preparation of budgets and funding proposals
- Comprehensive knowledge of MS Excel and proficiency in MS Word and Accounting software, preferably Sage.
- Ability to self-regulate and meet deadlines and have a strong attention to detail
- Understand and maintain financial records, contracts and other documents according to funding agency policies and procedures

This role will appeal to a high-energy individual who is passionate about producing meaningful work, excited about communicating new ideas, and loves to share their knowledge and skills. Proactive and motivated individuals with an abundance of patience and a keen eye for detail will excel in this role.

If you have a love of BC's Central Interior and all its natural beauty, a genuine interest in the wellbeing and economic prosperity of Indigenous communities, possess the skills and qualifications, and are interested in learning more about this opportunity, please forward your resume to aj.beaudry@mnp.ca.

We thank all candidates for their interest, however only those selected for an interview will be contacted