



## ʔakisq̓nuk First Nation

3050 Hwy 93/95 Windermere, B.C. V0B 2L2

Office: 250.342.6301 Fax: 250.342.9693

[www.akisq̓nuk.org](http://www.akisq̓nuk.org)

THE LAND OF THE TWO LAKES

### Director of Finance

*ʔakisq̓nuk First Nation* ("AFN") is looking for a talented individual to join our team as a **Director of Finance**. Reporting to the Chief Administrative Officer, this position is responsible for managing *ʔakisq̓nuk First Nation's* finances and ensuring that proper policies, procedures and controls are followed. This position will have oversight on AFN operational finances as well as AFN entities. Provide oversight and ultimate responsibility of AFN's finances, including budget preparation, overall financial and cost controls, financial management and accountability. Ensures financial risks are mitigated and ensures that all reporting requirements are met for external funders.

*ʔakisq̓nuk First Nation* is a member Community of the *Ktunaxa Nation*. AFN exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the AFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

***Job Type: This role is full-time working 35 hours per week.***

#### The primary responsibilities include:

##### Strategic Finance Responsibilities:

- Develop workplans to achieve strategic goals.
- Provide advanced financial analysis and reporting.
- Assist in managing projects and strategic planning sessions.
- Offer leadership and guidance in business planning, accounting, and budgeting.
- Support evolving partnerships and new programs strategically.

##### Financial Accounting and Reporting:

- Oversee daily accounting and reporting, ensuring compliance with financial policies.
- Prepare and maintain financial statements under GAAP and IFRS.
- Manage financial registries and ensure compliance with reporting requirements.
- Handle statutory requirements, tax filings, and external reporting.
- Lead audits and manage agreements with government and external agencies.
- Develop accounting policies and procedures.

##### Project Management Accounting:

- Maintain financial records for projects and prepare management reports.
- Assist in Capital and Infrastructure Planning.



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### Additional Oversight Areas:

- Evaluate and advise on technology needs for financial data processing.
- Strategically monitor risk management policies and procedures.
- Supervise finance staff, oversee recruitment, and ensure compliance.
- Provide guidance, mentoring, and help resolve interpersonal issues.
- Coordinate finance meetings, attend management and board meetings.
- Monitor relevant legislation and regulations for compliance.

Other duties as required.

### Qualifications:

- Bachelor's degree coupled with an accounting designation (CPA)
- Registration with the Chartered Professional Accountants of BC (CPABC) or First Nations Financial Management Board (FMB)
- Knowledge of GAAP accounting principles
- Minimum of seven (7) years of progressively more responsible experience, including managing staff
- Experience working with First Nations/Aboriginal/Indigenous communities
- Strong communication skills, both written and verbal
- Excellent attention to detail
- Experience developing and implementing efficient financial control processes and strong internal controls for an organization
- Effective analytical skills and experience to provide sound financial direction to senior management based on budget preparation and financial reporting

### What we offer:

- Competitive base salary (\$100,000-\$140,000 per annum)
- Discretionary office closure between Christmas Day and New Year's Day, as determined by the Council each year
- Paid annual vacation
- Paid sick days
- Matched RRSP program with employer matching up to 5.5% of the employee's salary, available after 4 months of service
- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service



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- Live and work in the most beautiful place in British Columbia

To apply for this job, email your resume to [hr@akisqnuq.org](mailto:hr@akisqnuq.org).

*Akisqnuq supports a diverse and inclusive work environment and welcomes applications from all qualified applicants. You must be legally entitled to work in Canada. We thank all applicants, however only those selected for an interview will be contacted.*