

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Chief Financial Officer

Finance Department

Lytton First Nation (LFN) is recruiting a Chief Financial Officer for the finance department. Reporting to the LFN Administrator, the Chief Financial Officer is responsible for overall financial planning, financial policy, and process development, including overseeing contracts, funding and expenditures with various funding agencies and departments within LFN. The position manages and provides leadership to the Finance Department and is a member of the management team ensuring the progression toward LFN's Vision and Mission by establishing compliance with all policies, fiscal and legal regulations.

The Ideal Candidate

- Skilled financial leader who has excellent communication and relationship skills
- Leader who is transparent, responsive, and collaborative
- Leader with demonstrated successful experience in accounting, auditing, purchasing and budgeting

Qualifications

- Chartered Professional Accountant (CPA) designation in good standing; a related degree may be considered if supported by recent and relevant experience
- Proven financial management leadership experience
- Experience with legal, labour, insurance and capital projects would be an asset

Specific Responsibilities

- Knowledge of provincial and federal programs and policies, especially those related to Aboriginal Government
- Oversee all financial transactions and reporting for LFN, including transaction processing, General Ledger (GL) account
- Prepare, coordinate and direct the preparation of LFN's annual budget and quarterly report variances
- Oversee all General Ledger, Accounts Payable, inventory and invoicing systems and processes
- Oversee and report cashflows and forecasts



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- Plan, develop and implement effective financial and accounting systems, policies, procedures, controls and records which meet audit and legal reporting requirements, properly safeguard assets, and provide meaningful financial reporting, planning, analysis, budgeting, and forecasting
- Direct and review work performed by Finance department staff in order to ensure accuracy and to remain fully appraised of the financial activities of LFN

Employment Requirements

- Chartered Professional Accountant (CPA) designation in good standing; a related degree may be considered if supported by recent and relevant experience
- University degree and completion of a professional training program with registration as a Chartered Professional Accountant in British Columbia
- Minimum of five (5) years previous experience in a similar role, with experience in government or an aboriginal organization
- Previous experience managing a team of employees and overseeing all finance and accounting operations for an organization or company
- Experience in financial management and accounting, including payroll
- Experience in government revenue and taxation, financial policy setting and administration
- Familiarity with federal and provincial government policies and programs related for First Nation's government and organizations as well as their special reporting requirements
- Knowledge of internal controls, audit requirements and procedures
- Strong knowledge of regulations and governance related to accounting and finance
- Excellent accounting and mathematical skills and understanding of accounting and finance processes
- Advanced proficiency in outlook, Excel, and experience working with integrated accounting software
- Excellent interpersonal and leadership skills
- Ability to work effectively, efficiently, and perform well under pressure
- Valid BC driver's license
- Criminal Record check

Open Until Filled

Apply with cover letter, resume, and current references to:
jobs@lfn.band or in person at the LFN Administration Office