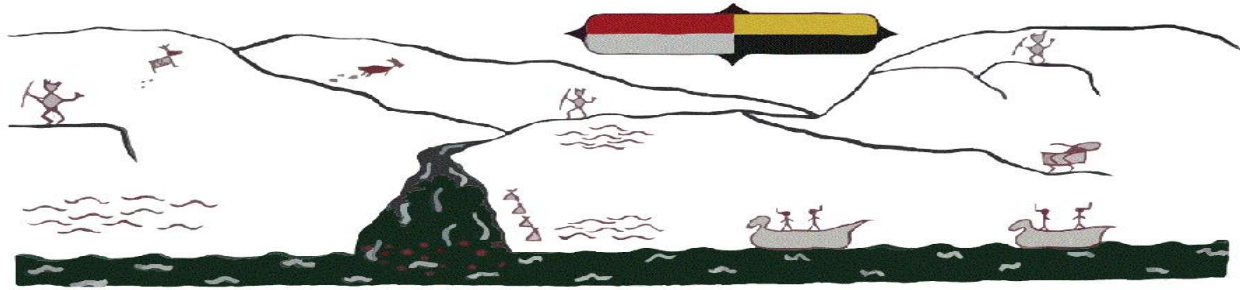


Kanaka Bar Indian Band



JOB DESCRIPTION

Position:	Senior Financial Officer
Organization:	Kanaka Bar Indian Band
Reporting:	CEO – Programs and Services
Application Deadline:	Until the position is filled

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from "for-profit" activities. With this posting, Kanaka Bar is inviting applicants to oversee the financial administration of the Kanaka Bar Indian Band. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>

Senior Financial Officer (SFO): under the direction of the CEO – Programs and Services, the SFO will be responsible for ensuring the accuracy of all financial postings to the Band and its affiliated companies General Ledgers. The SFO will be responsible for the direct supervision of the Finance Department for ensuring the accounting entries prepared and posted to the General Ledger(s) are accurate, timely and properly reflect the financial activities of the Band and its affiliated companies. This will be a full-time position at Kanaka Bar from Monday to Friday.

Duties and Responsibilities:

- Performs all duties and responsibilities in accordance with Kanaka Bar Indian Band policies and procedures;
- Maintains confidentiality on all matters relating to the affairs of the Kanaka Bar Band;
- Provides good public relations and greeting services to the public and staff;
- Assists in implementing efficiencies and operational improvements as it applies to the Finance Department;
- Manages timely scheduling, tracking and coordination of financial transactions and events;
- Monitors all financial activity for the Band and Band-related entities;
- Supervises the day-to-day functions of the Finance Department, including staff supervision, scheduling and providing necessary backup to other accounting staff functions when required;
- Ensures that the ledgers for the Band and its entities are accurately maintained and reconciled monthly;
- Supervises all payroll functions and compliance, including employee files, employee disputes and refers all contentious employee issues to the CEO for resolution;
- Supervises all cash receipts and bank deposits, ensuring proper documentation and proper account coding;
- Ensure banks and credit cards are reconciled on a regular basis;

- Provides support to staff in meeting their responsibilities as it relates to the managing the financial aspects;
- Assists in the preparation of the year-end working papers including analysis of accounts for the annual audit;
- Assists the CEOs in the preparation of the annual operating and capital budgets, and financial reports for the Band, its programs and services, and entities;
- Manage cashflow needs and maintain sufficient funds in Band and its entities' accounts;
- Ensure electronic payments to suppliers, service providers, clients, and government entities are made on time;
- Train and mentor staff on the accounting processes, procedures and software; and
- Perform other related duties and responsibilities as assigned.

Requirements:

- Degree or diploma in accounting or finance or close to completion of CPA or CAFM designation;
- Minimum of 5 years' experience in an accounting environment, with at least 1 year of supervisory experience;
- Experience and exposure to a First Nations environment;
- Possess strong computer skills using Outlook, Word, Excel, PowerPoint and Xyntax accounting systems;
- Good verbal and written communication skills;
- Excellent analytical and organizational skills to achieve desired results;
- Diplomacy, tact and confidentiality in dealing with a variety of people and information;
- Reliability, good judgement, dependability and a mindset to continuously learn;
- Self-motivated and an ability to work independently;
- Ability to work in a team orientated environment; and
- Flexibility is a must to adapt to changing work priorities.

Working Conditions

- Physical presence at the Band office from Monday to Friday during regular office hours
- Interaction with employees, residents, membership, leadership and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.

This will be a full-time employment position based out of the Kanaka Bar's Band Office. Compensation will consider both the qualification and experience of the applicant and will range between \$30 to \$35 per hour. Canada Labor Code provisions will govern where applicable.

All qualified and interested applicants should submit a cover letter and resume to ceoblue@kanakabarband.ca. **The posting will remain open until a suitable candidate is found.**

We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date could be as early as possible but depends entirely on finding the right candidate.