



# Fraser River Run

Monthly newsletter of Xatsūll First Nation



## **NEW TRIPLEX AND FOURPLEX**

see page 3 for further details.

**Pellitégem (cross-over month; first real cold) – December**



## Cultural Nights

Our vision for Cultural Night is to create a safe and welcoming space for members to come, socialize, and learn about wellness and culture. We have Barb Wycotte and Mary Harry from Three Corners who alternate each week with Torie Lee, a Master Herbalist that co-host with our staff Betty Price and Maxine Sellars.

We have done beaded poppies with Barb and Mary. This past week they did tobacco tie teaching and smudging. We have snacks and drinks that are provided as well as all the materials needed for what we are making.

With Torie Lee, we have watched her presentation, made garlic

and onion honey cough syrup. We also made elderberry syrup and hearts' ease syrup. The elderberry syrup is used for immunity, it's a cough, cold and flu medicine. The hearts' ease syrup is used for grief. Both can be used like a syrup for pancakes, etc. As well, can be mixed with a club soda for a refreshing drink.

The nights have been full of stories and teachings that come from the members as well. We find that these evenings have healing quality by sitting in a circle and concentrating on the craft or medicine at hand. It brings connection that we need and looking for. Our intention is to have teachings about

traditional medicines using the plant medicines in our own territory. To have the medicines that we make available at the Health Station for our members to access and use. This has been brought to our attention by members and by our health survey.

We encourage our members to participate even if you can only make an hour of it. We will have it every Tuesday of the month except when specified when we are not having a program. We want to create a consistent program. Watch for our posters on Facebook, our app and our website, and we hope to see you at the culture nights.





## New Housing Construction Projects

Triplex at 4058 Mountain House Road. The new triplex will feature two two-bedroom units and one three-bedroom unit. Each unit will be approximately 1,000 square feet in size. Demolition on the old site started on August 15 and construction began in early September. Due to favourable weather, we have made great progress on the project, and as a result are expected to

reach the lock-up stage ahead of schedule, before the Christmas break. Project completion will be in Spring 2024.

Fourplex at Lot 3 Xatsull Townsite Road in Soda Creek. Each of the four units in the fourplex will be 1260 square feet with three bedrooms. The foundation was completed mid October and work is currently in progress on the

retaining wall at the rear, which will be finished by the end of November. The project is scheduled to reach lock-up by mid-winter and completion by early Summer 2024.

For any questions, please contact Housing Manager Simon Bett at [housing@xatsull.com](mailto:housing@xatsull.com) or 250-9892323 ext. 103.





## Kúkpi7 Rhonda Phillips

### December Chief's Report

Weyt-kp xwexwéytep (Hello everyone), I hope you are doing well, and are ready for the holiday season. For myself, I am not quite prepared, but it always seems to work out.

December has crept up on me. Fall has come and gone, and I realized I have not submitted a newsletter report in awhile. The past couple of months have been very busy. I continue to focus on relationship-building and learning as much as I can. If you would like to know about the meetings I have attended, please do not hesitate to contact me, and I can share that with you.

We are excited to announce that Xat'súll First Nation will be hosting the 2024 NStQ Citizen's Assembly held in Williams Lake. The theme is "To Be Secwepemc". XFN will be putting together a committee to help plan the event, so if you are interested, please join the team. We want to showcase Xat'súll and all that we have to offer. We need your ideas.

On that note, we are also working

towards more community engagement. So, I hope you can attend the sessions that are held within the community. We understand that we have many away from home members as well and want to ensure that we hear from everyone. So please do not hesitate to reach out to our administration team, as well as our Council if you have any questions or want to know what is coming up for events or engagements. We are making changes, and it is important that our membership is involved. We want to ensure we are including more ceremony and cultural practices, and if you are able to provide support, we need you.

Our goal for the New Year is to create an Elders' Council. This is still in the preliminary planning stages, but it is something on the horizon. A posting will come out in January 2024.

You may have noticed that the new fence has been installed at the graveyard. At the request of the elders, the old wood fence will be burned once it starts to snow. If you can come out and support the team when they burn the wood, please do so. We want our members to be able to gather and share stories as we take care of our community.

The "Election Code Survey" is out, and we ask that you

please take time to provide your input. If there are any questions regarding the survey, or you need assistance in completing it, please do not hesitate to reach out to the administrative team.

Council and I will be at the Open House on December 5th, 2023, at 5:30 pm. We hope that you join us as we follow up on the rest of the questions that arose at our last session, and to meet with our XFN team.

The Community Christmas Dinner will be held in the evening on December 13th, 2023. We are looking forward to beginning our holidays by celebrating with you. I am excited to connect with everyone.

We are looking for members to join the Likely Xat'súll Community Forest Board, and the Three Corners Health Services Society Board. If you are interested, please apply, or forward the poster with someone you think would be interested.

Please do not hesitate to contact me at [chief@xatsull.com](mailto:chief@xatsull.com), if you have any questions. Wishing everyone a memorable holiday filled with laughter and love.

Kukwstsétsemc.

Kúkpi7 Rhonda Phillips



## Keegan Follack Youth Coordinator

At the end of October, we celebrated Halloween with a dance party where so many people got into the spirit and dressed up in their costumes! Our youths helped prepare a few games and the kids (as well as some brave adults) participated in our sensory guessing game. The food was very clever and was Halloween themed, deviled eggs

that resembled bloodshot eyes, coffin-shaped sandwiches and adorable bat cupcakes. To finish the evening, everyone headed outside with their goodie bags to watch the fireworks. Thank you to the 13–19-year-olds for helping paint and create our games for the Halloween dance.

One of our requested events from the older youth was to get manicures or pedicures. We spent an evening at Pampered Lashes and Pedis where Marie had a chance to experience her very first manicure ever! During the 19-29 age range events, we always keep our programs kid-friendly, and

anyone is welcome to bring them if that means you can attend. We are excited to announce that the 6-12 year-old events and Pro-D Days are now open to 5-year-olds. This age range enjoyed string crafts, playing with clay, laser tag and baking this month. Our 13-19 year-old youth loved going to the theatre. We saw 2 films and had such a great turnout with 11 participants for the second one. If you need a ride to be able to attend our events, feel free to reach out to Keegan Follack at [youth@xatsull.com](mailto:youth@xatsull.com) with a two day notice and she can help arrange a ride using our van.



# New Staff



Hi my name is **Gloria William**.

I am from Nemiah Valley B.C. (Xeni Gwet'in) my parents are Rosalie Johnny and my late dad is Donny Frank. My step dad is Byron Johnny. I've lived in Deep Creek with Sheldon Phillips, son of Joanne Phillips for the last 11 years now. We have 2 kids together Marie Phillips-9 and Jaxson Phillips-7.

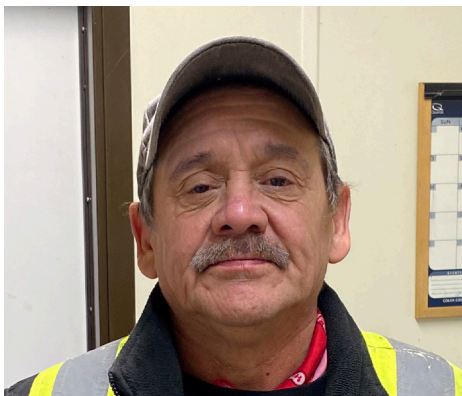
I am excited to be here at the Community Service building as the receptionist. It is a new learning experience and couldn't be more happy to be here to meet and greet everyone and also get to know the community members more.



Weytk-p(hello everyone)

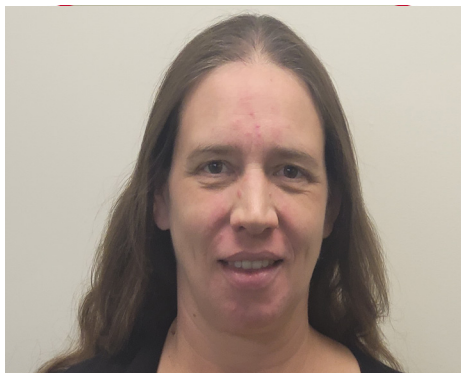
My name is **Jennifer Phillips**, I am the Receptionist at the Band office. Ralph & Minnie Phillips are my parents, I have 3 brothers & 3 sisters (2 in the spirit world). I have 3 children & 4 grandchildren.

I enjoy communications in all forms. Especially music and singing. I am a dancer, singer, drummer, speaker, supporter/ helper of our traditional teachings. I feel rich in our Shuswap culture, ceremonies, language & our old ways. The teachings from our ancestors. I have learned & continue to learn, so much from our elders. Grateful for our experiences, which has made us who we are today.



**Darren Russel** and **Doyle William** have been hired as Grounds Keepers. This role consists of operations maintenance, band building yard works, recycle and solid waste collection, and snow removal.





## Miriam Schilling Education Coordinator

My name is Miriam Schilling, I have been back working for the community since July, mostly on a part time basis. I have met many of you while I was here in past positions over the years and just wanted to introduce myself to those of you I haven't met yet. Its been great to be back and I am really enjoying the opportunity to help with any education needs as well as the youth program.

I would like to ensure that Xatsull members are aware of our Education Assistance program. All Band Members can apply under the following categories:

Off-reserve Back-To-School Support Fieldtrips(includingculturalexchange programs). Up to a maximum of \$200 per year, with receipts Graduation expenses from high school and post-secondary institutions. Up to a maximum of \$600 with receipts. Extracurricular activities such as gym membership, sports and recreation. Up to a maximum of \$600 per year, with receipts. Education committee conference and training expenses. Up to a maximum of \$1,000 per

year, with receipts. Personal growth (e.g. adult education upgrading, self-awareness or cultural programs, parenting skills, non-accredited institutions or schools). Funding is for courses (in-person or online), course materials, and similar expenses. Up to a maximum of \$1,500 per year, with receipts.

Educational support such as tutoring, short term classes, course materials, and similar expenses and supplies. Up to a maximum of \$3,000 per year, with receipts.

For more information, please find the application form on our website or contact Miriam to receive a copy. [education@xatsull.com](mailto:education@xatsull.com)

## Xatsùll Harvest

by Roxanne Pop - Hydroponic Farmer

What is in that sea-can? What is that metal box for? Do you know why that thing is over there?

Over the past 10 months, our sea-can, Xatsùll Harvest, has created a great deal of curiosity for community members!

The response to these questions is simple. We have been trying a new technique in farming called hydroponic farming. Xatsùll First Nation is among the first community to take advantage of this new technology and embark on a grand opportunity.

Hydroponic farming allows us to grow more produce faster, at any time of the year. The farm harbors two tanks that cycle the same nutrient filled water several times a day. Additionally, there are LED panels that will give the plants the exact light that they require, for as long as we need them to.

Throughout our time with the sea-can, we have been smoothing out our plan, and solving a few bugs (literally). I worked in a nursery, and watered plants previously. I have not run a system that times itself and requires water measurements so that it does not flood. I have however, collected water samples and taken pH readings. I never previously needed to make sure the system knew I wanted to calibrate the pH sensor so that it wouldn't spit nutrient water at me. Previously, on many occasions, I replaced light bulbs, but nothing has prepared me to replace LED panels. Choosing which plants should work well together, comparing what temperatures they prefer, their nutrient intake, how much light they get. All this preparation over the past nine months, and it still feels like I am

just beginning. We've already come across some (super tiny) gnats that accompanied the growing media, so we baked all the growing media. Seriously! Then as if on cue, the plants started experiencing nutrient deficiency. There are many variables, but we decided to flush the nutrient water and start over (no seedlings were purposely harmed). As we move forward, we will continue to learn what doses the plants require. This is just the trial run! Changes will be made as we go, and we will reap the rewards in the future. Results?? To be determined: December 13!





# DECEMBER COMMUNITY CALENDAR

## FRIDAY DEC. 1

YOUTH

### MOVIE NIGHT

DATE: Friday December 1, 2023

TIME: 5:15 - 8 p.m.

LOCATION: Gym

INFO: Movie: Home Alone

## MONDAY DEC. 4

HEALTH

### COUNSELLING

DATE: Monday December 4, 2023

TIME: 1 - 3 p.m.

LOCATION: Health

CONTACT: To book an appointment with Bill, call 250-267-3034

HEALTH

### CHILD/YOUTH CLINICIAN

DATE: Monday December 4, 2023

TIME: 10 a.m. - 4 p.m.

LOCATION: Health

CONTACT: 250-989-2355

## TUESDAY DEC. 5

COMMUNITY

### FOOD BANK

DATE: Tuesday December 5, 2023

TIME: 9 - 10:30 a.m.

LOCATION: Back of main office

CONTACT: Jessie 250-989-2323 ext 120

COMMUNITY

### OPEN HOUSE

DATE: Tuesday December 5, 2023

TIME: 5:30 - 8 p.m.

LOCATION: Gym

CONTACT: 250-989-2323

YOUTH

### X-MAS ORNAMENTS

DATE: Tuesday December 5, 2023

TIME: 4:30 - 6:30 p.m.

LOCATION: Head Start

INFO: Ages 5-12, Food: Tacos

CONTACT: Keegan at youth@xatsull.com

## WEDNESDAY DEC. 6

YOUTH

### YOUTH COUNCIL

DATE: Wednesday December 6, 2023

TIME: 6 - 7:30 p.m.

LOCATION: Head Start

INFO: Ages 13-19

CONTACT: Keegan at youth@xatsull.com

## THURSDAY DEC. 7



YOUTH

### CHRISTMAS CRAFTS

DATE: Thursday December 7, 2023

TIME: 4:30 - 6:30 p.m.

LOCATION: Head Start

INFO: All Ages, Food: Quesadilla

CONTACT: Keegan at youth@xatsull.com



**FRIDAY DEC. 8**

YOUTH

**MOVIE NIGHT**

DATE: Friday December 8, 2023  
 TIME: 5:15 - 8 p.m.  
 LOCATION: Gym  
 INFO: Movie: Bad Moms Christmas

SOC.DEV.

**BILLS DUE**

DATE: Friday December 8, 2023  
 INFO: Monthly declaration due and household bills due!

**MONDAY DEC. 11**

HEALTH

**CHILD/YOUTH CLINICIAN**

DATE: Monday December 11, 2023  
 TIME: 10 a.m. - 4 p.m.  
 LOCATION: Health  
 CONTACT: 250-989-2355

HEALTH

**COUNSELLING**

DATE: Monday December 11, 2023  
 TIME: 1 - 3 p.m.  
 LOCATION: Health  
 CONTACT: To book an appointment with Bill, call 250-267-3034

**TUESDAY DEC. 12**

HEALTH

**CULTURAL NIGHT**

DATE: Tuesday December 12, 2023  
 TIME: 3 - 6 p.m.  
 LOCATION: Health  
 INFO: with Torey Lee

COMMUNITY

**FOOD BANK**

DATE: Tuesday December 12, 2023  
 TIME: 9 - 10:30 a.m.  
 LOCATION: Back of main office  
 CONTACT: Jessie 250-989-2323 ext 120

YOUTH

**STORY/PLAY NIGHT**

DATE: Tuesday December 12, 2023  
 TIME: 4:30 - 6:30 p.m.  
 LOCATION: Head Start  
 INFO: Ages 5-12, Food: Chicken Fingers  
 CONTACT: Keegan at youth@xatsull.com

**WEDNESDAY DEC. 13**



COMMUNITY

**CHRISTMAS DINNER**

DATE: Wednesday December 13, 2023  
 TIME: 5 - 8 p.m.  
 LOCATION: Gym  
 CONTACT: 250-989-2323

SOC.DEV.

**SA DAY**

DATE: Wednesday, December 13, 2023

**THURSDAY DEC. 14**

HEALTH

**NURSE PRACTITIONER**

DATE: Thursday December 14, 2023  
 TIME: 10 a.m. - 12 p.m.  
 LOCATION: Health  
 CONTACT: 250-989-2355



YOUTH

**GINGER BREAD HOUSES**

DATE: Thursday December 14, 2023  
 TIME: : 4:30 - 6:30 p.m.  
 LOCATION: Head Start  
 INFO: All Ages, Food: Appetizers  
 CONTACT: Keegan at youth@xatsull.com

**FRIDAY DEC. 15**

COMMUNITY

**VEGGIE BAGS**

DATE: Friday December 15, 2023  
 TIME: 2 - 4:30 p.m.  
 LOCATION: **Elders delivery**  
 TIME: 2 - 4:30 p.m.  
 LOCATION: **Pick Up at Health**

**SATURDAY DEC. 16**

COMMUNITY

**VEGGIE BAGS**

DATE: Saturday December 16, 2023  
 TIME: 9 - 11 a.m.  
 LOCATION: **Elders delivery**  
 TIME: 9 - 11 a.m.  
 LOCATION: **Pick Up at Health**

HEALTH

**DENTAL THERAPIST**

DATE: Monday December 18, 2023  
 TIME: 10 a.m. - 3 p.m.  
 LOCATION: Health  
 CONTACT: 250-989-2355

## EVENT CONTACTS

### SOCIAL DEVELOPMENT

**Jennifer Stinson**  
Social Development Manager  
P: 250-989-2323 ext. 102  
socdev@xatsull.com

### YOUTH

**Keegan Follack**  
Youth Coordinator  
youth@xatsull.com

### HEALTH

**Gloria William**  
Health Receptionist  
P: 250-989-2355  
healthadmin@xatsull.com

### COMMUNICATIONS

**Dina Stephenson**  
Communications Coordinator  
P: 250-989-2323 ext. 115  
commcoord@xatsull.com

### TRANSPORTATION

**Dennis Elliott**  
P: 250-989-2323 ext. 147  
capitalmanager@xatsull.com  
**Jessie Hunlin**  
Event Transportation  
P: 250-989-2323 ext. 120  
treaty.nr@xatsull.com



**Band Office Closed December 25 to January 5**

## COMMUNITY TURKEY HAMPER

All Xatsūll community members interested in receiving a turkey hamper (1 per household), and for Xatsūll members off reserve who would like a gift card equivalent, please email [reception@xatsull.com](mailto:reception@xatsull.com) or call 250-989-2323.

Cut-Off Day is December 5

## EMERGENCY CONTACT

For any emergencies during office closure please call the Band Administrator at 1-819-598-9844

Three Corners Emergency :  
Lori Sellars: 250-302-9814



XATŚŪLL FIRST NATION

# Community Christmas Dinner



Join us for a Ham & Turkey  
Dinner, Desserts & Holiday Cheer!

Wednesday, December 13, 2023  
5 - 8 p.m.  
at the Xatśūll Gym

~ RSVP by December 8th, 2023 at 4pm ~

Call Reception at 250-989-2323 or  
email [reception@xatsull.com](mailto:reception@xatsull.com)  
to RSVP & register for children's gifts.

Open to our Xatśūll  
Community Members

# Seeking Board Director

## THREE CORNERS HEALTH SERVICES SOCIETY

Xat'sull First Nation is currently seeking a Community Member to join the Three Corners Health Services Society Board of Directors.

Three Corners Health Services Society (TCHSS) is incorporated pursuant to the provisions of the Societies Act of B.C. Its affairs shall be managed by a Board of Directors, which shall consist of two representatives from each of the three Communities it represents (Xat'sull, Stswecem'c Xget'tem, and Williams Lake First Nations). The three Chiefs of each community are considered members and will appoint Board members for their community. A Band Council Resolution will support the appointment.



The individual appointed to the position will be responsible for:

- regularly attending Board Meetings and ensuring the Executive Director is informed when unable to attend due to the requirement of a four-person quorum;
- adhering to the Board of Director's Code of Conduct (Policy A-2);
- acting as a signing authority for the Society;
- setting policy and establishing goals for the Executive Director to achieve;
- evaluating the performance of the Executive Director;
- providing guidance to the Executive Director;
- maintaining a professional relationship with staff;
- ensuring adequate financing of the organization and money is spent in a responsible manner;
- actively supporting the organization and it's Executive Director;
- holding the Executive Director accountable for the management and operation of the organization;
- making a written plan that outlines the long-term goals of your organization;
- complying with relevant legislation;
- ensuring there are appropriate internal financial controls;
- assessing the Board's performance;
- planning for succession of Board Members and the Executive Director;
- ensuring openness with each other, taking responsibility, and providing a clear voice readily understood by all, in the decision-making processes of the Board;
- managing the affairs of the organization and applying the by-laws of the organization;
- working diligently to provide the leadership and direction in terms of concrete actions and attitudes required by the organization to be effective and successful;
- keeping Xat'sull First Nation Chief and Council informed on a regular basis.

**Application and Deadline:** Open until filled.

Please submit your Cover Letter & Resume to Devon Elliot, Executive Assistant to the Chief.  
Via email at [chiefexecasst@xatsull.com](mailto:chiefexecasst@xatsull.com), fax: 250-989-2300

**LIKELY XATSÜLL COMMUNITY FOREST BOARD DIRECTOR**

Seeking a Board Director for the Likely Xatsüäll Community Forest

The Likely Xatsüäll Community Forest is a collaboration of community members between Likely and Xatsüäll First Nation in creating a model multi-use forest that ensures environmental quality while creating economic opportunities.



**BOARD RESPONSIBILITIES:**

- setting and reviewing policy for the organization;
- protecting the interests of Xatsüäll First Nation;
- regular consultation and communication with and between the communities;
- supporting quorum by regularly attending and actively participating in Board meetings;
- supporting the financial health of the organization and approving the annual budget;
- annually setting goals and objectives, producing an operational plan, and providing strategic direction.
- holding an AGM to review the annual financial statements and file the legally required returns to the appropriate Ministries to retain Non-Profit Organizaton (NPO) status;
- reviewing and approving recommendations from ad hoc committees;
- coordinating the work of the Board;
- hiring and directing the General Manager and other contractual personnel as required;
- maintaining active Membership in the British Columbia Community Forest Association (BCCFA);
- meeting with other Community Forests for networking and educational development; and
- reporting back to Xatsüäll First Nation, Chief, and Council.

**Qualifications**

- is a full-time resident of the Xatsüäll First Nation.
- 19 years or older.
- demonstrable experience in a policy-governance model and in overseeing senior management via this model.
- excellent communication skills, including the ability to build effective relationships with stakeholders, shareholders, government, and senior management.
- financial competency and the ability to read and interpret financial statements is an asset, and
- experience working with First Nations is an asset.

Short-listed candidates will be asked to provide three professional references. Appointees must consent to a Police Information Check.

**How To Apply:** Applications may be emailed to: [chiefexecasst@xatsull.com](mailto:chiefexecasst@xatsull.com), or mailed to:

Attention: Chief Executive Assistant  
 Xatsüäll First Nation  
 3405 Mountain House Road  
 Williams Lake, BC, V2G 5L5

**DEADLINE:** Open until filled.



## CHIEF ADMINISTRATIVE OFFICER

**Type of Position: Full-time, permanent**

**Closing Date: December 8, 2023**

### **About the Position:**

Xat'sull First Nation, a vibrant and forward-thinking Indigenous community, is nestled within the stunning landscape of British Columbia, near the city of Williams Lake. We take pride in our heritage, culture, and natural surroundings, and our commitment to community development is at the heart of our endeavors. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and flourish.

Xat'sull First Nation is seeking a dedicated and experienced Chief Administrative Officer (CAO) to lead the administration and management of our Nation's operations. Reporting directly to the Chief and Council, the CAO will play a pivotal role in ensuring efficient program and service delivery, sound financial stewardship, and strategic planning for our community.

### **Key Responsibilities**

#### **Strategic and Operational Planning**

- As directed by Council, lead the coordination and development of comprehensive plans such as a resource plan, strategic plan, comprehensive community plan, land use and economic development plan, among others.
- Lead implementation of Council's vision and direction through oversight and management of staff, assets, and finances.
- Oversee operations by providing direction and administrative support to ensure efficiency and effectiveness of ongoing operations.
- Develop, implement, and enforce relevant legislation, policies and procedures as directed by Chief and Council.
- Manage agreements, reporting requirements and relationships with internal and external stakeholders.
- Assess risks and develop appropriate management and mitigation plans.

**For the full job posting visit [xatsull.com](http://xatsull.com)**

3419 Mountain House Road, Williams Lake B.C., V2G 5L5  
Phone: (250) 989-2323 / Fax: (250) 989-2300  
email: [reception@xatsull.com](mailto:reception@xatsull.com)  
[www.xatsull.com](http://www.xatsull.com)



## Position: Health Program Manager at Xatsúll First Nation

Xatsúll First Nation is searching for a Health Program Manager. Xatsúll (also known as Soda Creek) is a First Nations government of the Secwepemc (Shuswap) Nation, located in the Cariboo region of the Central Interior region of the Canadian province of British Columbia.

### The Vision of Xatsúll First Nation

Know our secwepemcstin, culture, and secwepemculecw as a unified, strong, self-determined, holistically sustainable, and prosperous Xatsúll Nation, based upon our system of good governance that effectively upholds our customary laws, values, practices, and knowledge keepers.

### The Mission of Xatsúll First Nation

We will realize our vision by empowering and working with, and for, our Xatsúllemc to be proud, letwilc-ren-semec, realize their potential, practice our rights and responsibilities, and respect those who walked before us, consistent with our values for the benefit of current and future generations.

### Position

The Manager, Health contributes to the overall success of the organization by coordinating the effective development, provision, and evaluation of Health programs and services in the community according to the organization's vision, objectives, and strategic direction. This includes overseeing facilities, staff, and volunteers, as well as managing the day-to-day operations of the health care services, alcohol and drug prevention, cultural activities, and community advocacy programs and initiatives. As an advocate for healthy families and communities, the Manager, Health has excellent communication skills and is a results-oriented individual with an ability to establish productive and effective relationships.

The incumbent for this role collaborates effectively within a team, demonstrating flexibility in adapting to evolving job boundaries and functions. They prioritize open and professional communication with colleagues, board members, and other stakeholders. Meeting internal and external deadlines is a consistent commitment, and travel is undertaken as needed for job responsibilities. The individual actively serves on committees as directed by the Band Administrator, taking responsibility for identifying and acquiring necessary skills for job performance. Completion of all training courses directed by the Band Administrator or Supervisor is successfully accomplished. Upholding confidentiality, the employee ensures the non-disclosure of any information obtained through employment.

**For the full job posting visit [xatsull.com](http://xatsull.com)**

3419 Mountain House Road, Williams Lake B.C., V2G 5L5  
 Phone: (250) 989-2323 / Fax: (250) 989-2300  
 email: [reception@xatsull.com](mailto:reception@xatsull.com)  
[www.xatsull.com](http://www.xatsull.com)



## FINANCE COORDINATOR

Type of Position: Full-time, permanent

Closing Date: December 8, 2023

### About the Position:

Xatsúll First Nation, a dynamic Indigenous community, is seeking a dedicated and detail-oriented Finance Coordinator to join our team. Located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

We are looking for a Finance Coordinator with a background in Finance/Accounting to support our financial operations. Experience with Sage Intacct and budget management within a First Nations Band Office is highly desirable.

### Key Responsibilities

#### *Financial Management*

- Perform the day-to-day processing of financial transactions, daily purchase orders, to ensure that finances are maintained in an effective, up to date and accurate manner.
- Provide data entry and verification of accounts receivable, accounts payable, purchase order tracking, reporting and month end closing activities.
- Process and monitor invoices for payment while adhering to financial policies and procedures.
- Reconcile vendor statements and resolve discrepancies when necessary.
- Generate invoices and oversee payments, following up on outstanding receivables.
- Record cash receipts and prepare bank deposits.
- Assist in the planning and preparation of monthly, quarterly, and annual statistical and financial reports.
- Assist with annual audit preparation and reconciliation.
- Collaborate with the finance team to assist in budget development, monitoring, and reporting.
- Ensure compliance with the General Accepted Accounting Principles and XFN policies and procedures.
- Provide general administrative support to the finance department, which includes answering inquiries, managing routine correspondence, and maintaining financial files.
- Distribution of all mail for the finance department.
- Perform other duties and responsibilities as necessary in the performance of the position and as assigned by direct supervisor.

**For the full job posting visit [xatsull.com](http://xatsull.com)**

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[www.xatsull.com](http://www.xatsull.com)