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## FINANCE COORDINATOR

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

**Closing Date: December 8, 2023**

### **About the Position:**

Xat'sull 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.

## Skills and Qualifications

### Knowledge, Skills, and Abilities:

- Proficiency in Sage Intact is highly desirable.
- Proven experience in a similar role with accounting responsibilities.
- Proficiency in using financial software, spreadsheets, and other office applications (e.g., Microsoft Excel, Word).
- Must display excellent written and oral communication skills, as well as organizational skills and the ability to work with limited supervision.
- Exceptional attention to detail and accuracy in financial record keeping.
- Strong organizational and time management skills.
- Excellent teamwork, communication, and initiative skills.
- Dependable and reliable work ethic.
- Possess a valid driver's license and possess a reliable vehicle.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the XFN community.

### Experience and Education Requirements:

- Degree, diploma, or certificate in Accounting, Business, or another related subject.
- 2+ years of experience in bookkeeping and accounting support.

### Other Requirements:

- Professional appearance.
- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the values and culture of the Xat'sull First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

**All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at [applyvia@mnp.ca](mailto:applyvia@mnp.ca).** Please call 204.789.3088 regarding technical difficulties with submission of your application.

**Closing Date: Open until December 8, 2023.**

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.