



DIRECTOR OF FINANCE AND ADMINISTRATION

Type of Position: Full-time, permanent

Closing Date: Open until filled

About the Position:

Xat'sull First Nation, a dynamic Indigenous community, is seeking a dedicated and detail-oriented Director of Finance and Administration 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 dedicated Director of Finance and Administration with a background in Finance/Accounting coupled with administrative expertise to lead our financial operations and ensure the smooth functioning of the Administration office. Experience with Sage Intacct and budget management within a First Nations environment is highly desirable.

Key Responsibilities

Planning

- Participate in planning activities to advance Xat'sull First Nation guiding principles, to promote revenue, profitability and growth of the Nation.
- Create and establish yearly financial objectives that align with Xat'sull First Nation strategic plans.
- Lead the finance and accounting functions including annual budgeting, forecasting, business planning, analysis, reporting, capital planning, insurance, asset management, audits, cost control and acquisitions.

Financial Management

- Monitor and assess the financial performance of the organization against budgets and explore, analyze and report variances for discussion and decision-making.
- Work alongside key Nation members, staff and authorities to ensure the reporting requirements of the FAL, policy and government funding agencies are met.
- Identify risks to the organization to develop and implement internal controls and mitigation tactics within a risk management framework.
- Oversee the year-end audit process.
- Coordinate the development/renewal of policies and procedures required for good governance and management of the organization.

Operations

- Understand department goals and objectives, key drivers of success, information and measurement systems to inform processes for monitoring and reporting results.
- Develop processes for assessing and reporting on the overall performance of the organization.

- Create and maintain effective and efficient accounting systems, processes and practices based on recognized accounting principles, policies, procedures and guidelines while ensuring compliance.
- Coordinate and supervise administrative tasks and staff to ensure smooth operations of the Administration office.

People Management

- Participate in recruitment and coordinate performance evaluations to support the training and development of staff in accordance with Nation standards.
- Foster a positive work environment that reflects the culture and values of Xat'sull First Nation.
- Maintain awareness of and ensure compliance with all related human resource laws and regulations.
- Establish and maintain strong and collaborative relationships with internal and external contacts, including consultants, auditors, financial institutions, government funding agencies, Indigenous communities, and the public while also collaborating closely with internal senior leaders such as Chief and Council, Elders, Boards of Directors, and community members.

Skills and Qualifications

Knowledge, Skills, and Abilities:

- Proficient in using financial and accounting software (e.g., Sage Intacct) and spreadsheets, and other office applications (e.g., Microsoft Excel, Word).
- Demonstrated record of successfully leading as well as influencing direct and indirect reports.
- Knowledge of public and federal policies that apply to First Nation entities.
- Excellent written and oral communications skills, as well as organizational and time management skills.
- Exceptional attention to detail and accuracy in financial record keeping.
- Dependable and reliable work ethic.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the Xat'sull First Nation community.

Experience and Education Requirements:

- A Bachelor's Degree (or equivalent) in Finance, Business, or related field.
- Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFM) designations are considered assets.
- A minimum of 10+ years of experience in finance, accounting, and auditing, including a minimum of 5 years in a senior role overseeing the finance function, or an equivalent combination of education and experience.

Other Requirements:

- Ability to undergo an appropriate criminal records review and police record check successfully and periodically as 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. Please call 204.789.3088 for technical difficulties with submission of your application.

Closing Date: Open until filled.

Salary: Starting at a minimum of \$96,000 per year, depending on education and experience. Please note that the salary grid is currently under review.

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.