



Director of Finance & Administration

Xat'sull First Nation | Williams Lake, BC | Full-time, Permanent

Unified, Strong, Self-Determined, Holistically Sustainable and Prosperous

THE OPPORTUNITY

Xat'sull First Nation is seeking a values-driven **Director of Finance & Administration** to provide strategic financial leadership, strengthen financial systems, and support informed decision-making across the Nation. Reporting to the Chief Administrative Officer, this role works closely with leadership, Chief and Council, staff, committees, funders, auditors, and external partners to support good governance, financial sustainability, and community well-being.

This is an exciting opportunity for an experienced finance leader who enjoys building strong teams, improving processes, and contributing to the long-term success of a growing First Nation government. Based in Williams Lake, the role also offers the chance to live and work in a welcoming Cariboo community known for natural beauty, outdoor recreation, local services, and strong community connections.

In this role, you will:

- Lead budgeting, forecasting, financial reporting, audit preparation, internal controls, and long-term financial planning.
- Provide clear financial advice and analysis to support leadership, Chief and Council, committees, and department decision-making.
- Ensure financial practices align with the Financial Administration Law, policies, funding requirements, and strategic priorities.
- Strengthen finance and administration systems, processes, reporting tools, and accountability practices.
- Lead, coach, and support Finance, IT and Administration staff while fostering a respectful and productive workplace.
- Manage relationships with auditors, funders, financial institutions, government agencies, and other partners.
- Support capital planning, asset management, risk management, and organizational sustainability.

You bring:

- CPA or CAFM designation
- Progressive finance, accounting, auditing, or financial management experience, including experience in a senior or leadership role. *Happy to look at someone who is ready to grow.*
- Experience leading staff and supporting team development.
- Strong knowledge of budgeting, financial reporting, audits, internal controls, accounting systems, and funding requirements.
- Excellent communication skills, including the ability to explain financial information clearly to non-financial audiences.
- Strong organizational, problem-solving, confidentiality, and relationship-building skills.
- Knowledge of First Nations governance, Indigenous organizations, ISC reporting, or community-based organizations is an asset.

Details:

Wage Range: \$92,500 - \$130,000
Preferred Start Date: ASAP
Expected Travel: 5%
Closing Date: August 12, 2026

To apply, please submit a cover letter and resume outlining how you meet the qualifications to **Dorothy@lanternhr.ca**.

Applicants must be legally authorized to work in Canada for the duration of employment.

Applications will be reviewed as received; early application is encouraged.

Preference will be given to applicants of Aboriginal ancestry in accordance with Section 16(1) of the Canadian Human Rights Act..