



## **POSTION: FINANCE MANAGER**

**Job Type:** Full-time, Permanent

**Language of Work:** English

**Start Date:** When filled

**Schedule / Terms of Employment:** This is a full time, permanent position

## **WHO WE ARE**

Kitsumkalum Economic Development Group is the economic development arm of the Kitsumkalum Band. The Kitsumkalum Economic Development Group is responsible for the development of Kitsumkalum's land holdings and facilitates partnerships for numerous business opportunities.

The Kitsumkalum Economic Development Group's mission is to contribute to building a vibrant community in Kitsumkalum and surrounding traditional territories through successful economic development endeavors. Kitsumkalum is a growing community that embraces smart and sustainable economic development. The Kitsumkalum Economic Development Group works to maintain and strengthen our existing business activities, identify new business opportunities to generate a profit, but not at the expense of Kitsumkalum values.

## **JOB SUMMARY:**

Reporting to General Manager, the Finance Manager is responsible for financial accounting of our Economic Development Companies, accounts receivable function, accounts payable, general ledger work and assist in payroll and taxation function. The Finance Manager must comply with established policies and procedures be hands-on, detail-oriented, and results-driven with a strong work ethic.

## **DUTIES AND RESPONSIBILITIES:**

- Ensure and assist the adherence to month end reporting requirements & deadlines.
- Oversee and assist all AR processes including customer invoicing, revenue reconciliations, and collections.
- Oversee and assist all AP processing including reviews of coding accuracy, employee expenses and vendor payments.
- Monitor, analyze and develop department processes to ensure efficient procedures and use of resources while maintaining a high level of accuracy.
- Interact and collaborate with Department Managers to support department goals and objectives.
- Interact routinely with CFO and Executives.
- Assist with, or lead, ad-hoc requests and projects as requested.

## **QUALIFICATIONS:**

- University education in Accounting or equivalent.
- Studying towards CPA designation is preferred.
- Minimum of two years (2) of related experience in accounts receivable, general bookkeeping, and/or taxation, etc.

- Previous experience working in a First Nations community and/or organization is preferred.
- Must successfully pass a Criminal Records Check.

#### **SKILLS AND ABILITIES:**

- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Effective communications and time management skills.
- Proficiency with Excel (advanced) and Word programs.
- Effective attention to detail and a high degree of accuracy.
- Must be an empathetic and non-judgmental person
- Possess cultural awareness and sensitivity

#### **KNOWLEDGE:**

- Knowledge of Sage 50 and Sage 300 is preferred.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of First Nations cultural competency and knowledge of the cultural traditions and practices is an asset

#### **WORKING CONDITIONS:**

##### **Physical Demands**

- Significant desk work with long periods of manual dexterity (keyboard operations, filing).

##### **Mental Demands**

- Required to manage a number of requests and situations at one time. The office may be noisy and busy making it difficult to concentrate.
- Stress may be caused by tight deadlines, the variety of tasks and the volume of the workload at certain times of the year. This could cause some stress when attempting to prioritize tasks and deal with multiple staff at the same time.

##### **Environmental Conditions**

- Typically, the incumbent works in a comfortable office environment. May be noisy at times.

#### **WHY WORK FOR KITSUMKALUM NATION?**

- Training and career development, Business casual office
- Comprehensive group benefits plan & pension plan
- Regional benefits, fishing, skiing, great outdoors, hiking, etc.
- Reasonable cost of living

#### **HOW TO APPLY:**

Submit a resume and cover letter including three relevant references to the attention of:

- Hiring Committee
- 3514 West Kalum Road, P.O. Box 544, Terrace, BC, V8G 0C8
- Fax: 250-635-4622
- Email: [careers@kitsumkalum.bc.ca](mailto:careers@kitsumkalum.bc.ca)

Competition will be kept open until position is filled  
*Thank you for your interest, only those short-listed will be contacted*