



**Finance Manager**

**Application Deadline: 1:00 PM PST January 25, 2022**

<b>POSITION:</b>	Finance Manager	
<b>SALARY RANGE:</b>	Commensurate with qualification and experience	
<b>SUPERVISOR:</b>	Chief Executive Officer	
<b>HOURS:</b>	35 hours per week	<b>TERM:</b> Permanent-Full time

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**About the Company**

Established in June 2019, the Gitlaxdax Nisga'a Terrace Society (the Society) is located in Terrace, BC. The Society provides quality programs & services for the approximately 1,800 Nisga'a Citizens in the Terrace/Thornhill area. Focusing on Nisga'a Language & culture, family, education & recreation programming. The Finance Manager be directly involved in all day-to-day financial activities as an integral part of our growth.

The Society is an incorporated non-profit community organization operating under the BC Societies Act, funded by Nisga'a Lisims Government. The Society is governed by it's constitution and by-laws, and Board of Directors.

**Job Summary:**

Under the direction of the Chief Executive Officer, the Finance Manager is responsible for preparing and managing the annual budget, processing all day-to-day transactions, overseeing finance department staff and financial reporting internally and externally.

The Finance Manager will ensure that all financial policies and procedures of the society are adhered to.

**ROLES & RESPONSIBILITIES**

- Budgeting and forecasting.
- Assist Managers with preparation and management of the departmental budgets.
- Assist the departmental managers with monthly reporting.
- Identify department surpluses/deficits in monthly reporting and recommend corrective actions.
- Participate in Management Team of the society and provide input into decision making and identify possible financial outcome of decisions.
- Account Payable/Receivable: control disbursement of society funds ensuring that all regulation requirements and accountabilities are met.
- Oversee payroll and benefit administration.
- Bank Reconciliation
- Prepare month end reporting
- Approve all equipment leases or purchase in advance with the CEO to ensure the short- and long-term value and sustainability of the purchase.
- Manage and direct the Finance department and staff to ensure that society and department goals and objectives are established.
- Conduct annual performance plans and reviews for employees in the finance department.
- Establish and maintain appropriate records and books in accordance with generally accepted accounting principles.
- Liaison with appropriate internal and external stakeholders
- Ensure that all expenditures are within guidelines of funding agreements.



- Prepare financial reporting for funding agreements
- Prepare funding applications
- Prepare and submit department financial statements to CEO
- Report to Board of Directors on a monthly basis.
- Work with auditors to prepare and produce the society's annual audited financial statements.

**REQUIREMENTS - EDUCATION, OCCUPATIONAL CERTIFICATION AND EXPERIENCE**

- A commerce degree and professional accounting designation (CGA or CA) is an asset.
- A combination of an accounting diploma and minimum of 5 years of work experience will be considered.
- Experience with non-profit organizations
- Experience with human resources management.
- Excellent organizational, leadership, communication, and analytical skills.
- Experience working with large operational budgets.
- Experience as an intermediate or advanced user of accounting and office software applications.
- A valid BC Driver's License and a reliable vehicle.

**KNOWLEDGE/SKILLS AND ABILITIES**

- Minimum 5 years of previous experience in a senior accounting role.
- Previous general administrative experience is an asset.
- Strong accounting knowledge, including Canadian GAAP principles and intercompany transaction postings.
- Proficiency with Microsoft Office, including Excel, Word, and Outlook
- Exceptional accuracy and attention to detail
- Excellent communication (verbal and written English) and interpersonal skills

**PLEASE SEND COVER LETTER AND RESUMES TO: Email: [admin@gitlaxdax.ca](mailto:admin@gitlaxdax.ca) Attention: Human Resources  
Gitlaxdax Nisga'a Terrace Society, 101-4441 Lakelse Avenue, Terrace, B.C., V8G 1P1**