



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## **JOB POSTING**

### **Financial Controller**

Full-Time, Permanent

\$45.00 - \$51.00 per hour depending on qualifications and experience

#### **JOB SUMMARY**

The Financial Controller leads the Accounting Department and reports directly to the CFO. They manage daily accounting operations, overseeing the accounting team and ensuring that monthly financial reports are accurate and comply with financial regulations and standards.

Responsibilities also include overseeing day-to-day accounting functions, financial reporting, internal controls, and risk management; integrating accounting operations; annual audits; handling tax matters, and directing, training, and mentoring the accounting team.

#### **DUTIES & RESPONSIBILITIES**

As the Financial Controller, you will be responsible for the following duties:

- Ensure accurate financial records are maintained; compliance with applicable regulations and standards which includes adherence to tax laws and financial reporting requirements.
- Actively evaluate, plan, organize, direct, and control the operation of SFN's Accounting department.
- Participate as directed by the CFO in the financial planning, budget preparation and forecasting (including analyzing and correcting estimates).
- Manage and supervise accounting department team by fostering a collaborative team environment with a focus on continuous improvement, and accuracy & efficient customer service delivery.
- Lead accounting department recruitment activities, departmental onboarding, training and development, performance management, daily oversight and provide ongoing coaching and support to the accounting team.
- Make recommendations & participate in the implementation of changes to financial policies, systems and procedures.
- Prepare monthly financial statements & management reports, summaries, and other cost-benefit analyses.



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- Evaluate existing accounting reporting systems and operations; accounting procedures; and make recommendations for cost reduction, streamlining and maximizing efficiencies.
- Management of collections and cashflow including monitoring systems related to accounting, invoicing, payroll and assets.
- Working in conjunction with the CFO, preparing monthly & ad hoc financial presentations for meetings with Senior Management, Chief and Council and stakeholders.
- Provide financial reporting assistance to departments for funding applications and reports.
- Notify and report to the CFO concerning any trends that are critical to the organization's financial performance.
- Monitors governance procedures, risk management, and internal controls, ensuring efficient use of resources and assets and establishing a culture of accountability and transparency within the accounting team & organization.
- Ensures assets are adequately insured and coordinates annual insurance renewals.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks, and maintaining their accounting designation.
- Makes recommendations to for reviews/revisions for SFN financial policies and procedures.
- Performs other tasks and duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Advanced degree in Accounting.
- CPA designation preferred (CPA, CA CPA, CMA CPA, CGA).
- Minimum of 5 years of accounting experience, with at least 3 years in a leadership capacity.
- Proven work experience as a Financial Controller.
- Experience managing an accounting department including team management; ensuring preparation of monthly reconciliations, financial statements, reports & presentations; main lead for annual audit (leading & participating in audit prep prior to final YE close for audit; main auditor contact for queries (follow-up, research, completed timely to ensure year end reporting deadlines are met on time).

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrate strong leadership abilities including the capacity to inspire and motivate team members, effectively delegate tasks and foster a collaborative and inclusive work environment.
- Excellent verbal and written communication abilities.
- Strong organizational skills with proven ability to effectively prioritize own workflow as well as the accounting team's workflow.



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- Excellent user in various software applications such as MS Office applications and any other work-related software.
- Advanced excel skills, experience using Xyntax & Power BI would be an asset.
- Thorough knowledge of current accounting principles and procedures.
- Ability to work under high stress/pressure
- Exhibit excellent decision-making skills, strategic thinking, problem solving skills, and the ability to handle conflict in an effective and timely manner.
- High attention to detail.
- Ability to think creatively and analytically.
- High standards of ethics and confidentiality to handle sensitive information.
- Ability to work autonomously and as part of a team.
- Ability to exercise good judgement, show initiative and be proactive.
- A commitment to ongoing professional development and continuous learning.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.

## **WILLINGNESS STATEMENTS**

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and criminal record check.
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
- Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
- Must demonstrate strong morals and ethics.
- May be required to work additional hours to meet operational needs when necessary.
- Must conduct themselves in a friendly, courteous, and professional manner.
- Must show a positive and helpful attitude and demonstrate to be dependable, and punctual in all workplace activities.
- Must possess and maintain a BC class 5 driver's license and appropriate insurance for work.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.

**Please submit your current resume and cover letter to:**

[hr@snuneymuxw.ca](mailto:hr@snuneymuxw.ca)

**Application Deadline: February 3, 2025 @ 11:59PM PST**



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## Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

### **Achievement**

Deliver what matters  
Ensure clarity of direction and unity of purpose  
Inspire excellence and strive for outstanding results

### **Collaboration**

Work together to build successful teams and partnerships  
Be open, inclusive and share knowledge  
See, provide, and act on feedback

### **Community**

Know our community and put them first

### **Commitment**

Listen to and understand community needs  
Be responsive, close the loop and deliver on promises

### **Integrity**

Own your actions, successes, and mistakes  
Act with transparency, honesty, and respect  
Do what you say you will do

### **Innovation**

Look for ways to improve and create positive change  
Think broadly and take a wider viewpoint  
Be responsive to new ideas and opportunities