



# Yale First Nation Government

**JOB POSTING:** Finance Manager

**Accountable to:** Administrator

**Hours:** Full-time, permanent (6-month probationary period)

**Start Date:** September 2022, to be discussed with successful applicant

**Location:** Hope, BC

**Remuneration:** competitive salary, to be negotiated based on experience and qualifications

Yale First Nation (YFN) is quickly growing in terms of economic endeavors and in providing services to its members. Therefore, YFN seeks the right qualified person to manage the financial affairs to support the Chief, Council and Staff in reaching our elevated goals.

**POSITION SUMMARY:** Under the direction of the Administrator, the Finance Manager will contribute to the success of Yale First Nation by managing the day-to-day financial tasks, as well as long-term budget management.

**Duties and responsibilities will include the following:**

- Provide professional support to the Administrator, Council and Department managers regarding the financial affairs of the Nation
- Ensure all financial and accounting records are current, accurate, and recorded and filed in a manner reflecting *professional and acceptable accounting practices*
- Assist in the development, review and management of YFN's annual financial plan, budgets and reports
- Coordinate the preparation of year-end audits and assist the YFN auditor in gathering information required for annual financial statements
- Ensure compliance with all financial reporting requirements
- Recognize YFN financial issues and concerns – as well as strengths and opportunities – and alert Administration as appropriate
- Attend regular staff, Council, YFN Membership and interdepartmental meetings as required
- Provide up-to-date financial information to the Administrator and Dept. Managers in support of funding applications, reporting requirements and ongoing project and program management
- Supervise, mentor/train and evaluate employees and/or interns in the Finance Dept.
- Manage accounting software (entering, storage, backup and retrieval)

- Administer direct deposit payroll for staff, payroll deductions, WCB, etc.
- Processing of Accounts Payable
- Manage Accounts Receivable and perform bank deposits on a regular basis
- Any other Finance Related Tasks as Requested by Administration and Council

**QUALIFICATIONS:**

- Accounting designation or 3-5 years' experience in a similar role
- Proficiency with accounting software, preferably QuickBooks
- Experience in working with auditors and in preparing for annual audits
- An understanding of Federal Funding Agreements and FNHA Agreements
- Proficiency with Microsoft Office Suite programs
- Relevant/current working knowledge of ISC and FNHA funding and reporting policies
- Ability to organize workload based on priorities of Administration and Council, as well as funders' requirements
- Ability to prepare and provide concise verbal and written reports, presentations and correspondence at a level appropriate to the particular target audience

**A high level of experience working with First Nation government(s) would be an asset.**

**TO APPLY:** Applicants must include a cover letter, resume and references. Please forward to Elsie Kipp at [ekipp@yalefirstnation.ca](mailto:ekipp@yalefirstnation.ca). Deadline to apply is August 31, 2022. **Only those selected for an interview will be contacted.**