



SKITSELAS GOVERNMENT JOB DESCRIPTION

A. IDENTIFICATION

Job Title: Director of Finance	Department: Finance
Reporting to: Chief Administrative Officer	Employment Status: Full-time
Job Code: Finance	Date Created/Revised: January 30, 2024

B. PURPOSE

The Director of Finance is responsible for planning, directing, and overseeing financial functions for the Kitselas First Nation. The Director of Finance is responsible for the operation of the accounting system, budgeting, statutory requirements, and adhering to the policies and procedures of the Kitselas First Nation, and in accordance with Federal and Provincial legislation and KFN Laws.

C. DUTIES AND RESPONSIBILITIES

Strategic Financial Planning

- Provide financial advice to the Chief Administrative Officer.
- Participate in strategic and financial planning, and provide high-level long-term strategic financial planning.
- Lead the organization in the strategic financial planning process including the preparation and approval of annual budgets, 5-Year Financial Plans, Long-Term Capital Plans, Investment Plans, and forecasting.

Financial Management

- Oversee and manage all accounting and financial systems.
- Manage all financial internal controls and processes.
- Conduct financial analysis.
- Manage and maintain the local revenue account.
- Prepare monthly, quarterly, and other financial statements and reports.
- Provide financial and accounting advice, direction, and leadership.
- Monitor all procurement systems.
- Oversee payroll systems and processes ensuring compliance with financial legislation, policies and procedures.
- Contract, tendering, and RFP financial support.
- Manage all auditing and year-end requirements.
- Monitor disbursement policies and processes.
- Maintain ISC/CIRNAC including 10-Year Funding Grant and other reporting requirements.
- Maintain cash controls and cash flow management.
- Manage debt and debenture.
- Manage investments and reserves.



Financial Administration Law Functions

- Support financial and management services to the Finance and Audit Committee.
- Prepare and submit monthly and quarterly financial statements for approved by the FAC, and Chief Administrative Officer & Council.
- Ensure all Financial Administrative Law requirements are adhered to, including but not limited to:
 1. Maintaining a tangible capital assets schedule including insurance and other requirements.
 2. 5, 10, and 30 year forecasts of the estimated cost for replacement of Kitselas First Nation's tangible capital assets.
 3. Management of all policies and procedures required by the Financial Administrative Law.
 4. All other requirements under the Financial Administrative Law.

D. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting and a Professional Accounting Designation (CGA, CPA, etc.).
- 3-5 years of senior-level experience in financial administration including experience with government financial systems, strategic financial planning, fund accounting, full-cycle accounting, financial statement preparation, accounting software systems (ADAGIO/Paydirt Payroll), and audit requirements.
- A suitable combination of education and experience may be considered.

E. SKILLS AND ABILITIES

- Excellent interpersonal communication skills (verbal and written).
- Excellent leadership, stress management, and time management skills.
- Excellent analytical and problem-solving skills.
- Ability to understand and interpret laws, regulations, and agreements.
- Attention to detail and a high level of accuracy.
- Effective organizational skills.
- Highly proficient in a computerized accounting environment.
- Ability to maintain confidence, build trust, and adapt to changing business requirements
- High proficiency with Microsoft Word, Excel, Outlook, and PPT.
- An understanding of relevant federal and provincial legislation, policies, and procedures.
- An understanding of the north coast BC cultural and political environment.
- Experience working in a First Nations community and/or organization.

F. ADDITIONAL REQUIREMENTS

- Criminal Record Check
- Valid Driver's License
- Copy of Certification/Professional Designation