



KITSELAS
FIRST NATION

Gitselasu (Kitselas)
“People of the Canyon”

Kitselas First Nation Job Opportunity –
Director of Finance

Department: Finance

Reporting to: Chief Administrative Officer

Deadline: December 6, 2024

Salary \$90,000.00-\$105,000.00 (commensurate with education and experience)

The Director of Finance is a full-time onsite position 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, procedures, and deadlines, in accordance with Kitselas First Nation laws, and Federal and Provincial legislation.

Qualifications:

- 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.
- Criminal Record Check
- Valid Driver's License

Skills and Abilities:

- Excellent interpersonal communication skills (verbal and written).
- Strong leadership, stress management, and time management skills.
- Excellent analytical and problem-solving abilities.
- Proficiency in Microsoft Word, Excel, Outlook, and PPT.
- Understanding of relevant federal and provincial legislation, policies, and procedures.
- Attention to detail and a high level of accuracy.
- Experience working in a First Nations community and/or organization.

For a full job description please email jobopportunities@kitselas.com

Please submit your cover letter and resume to jobopportunities@kitselas.com attn to CAO Linda Morven.
Thank you.

Kitselas First Nation 2225 Gitaus Road, Terrace, B.C V8G 0A9

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