



## EMPLOYMENT OPPORTUNITY

### Director of Finance

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Colville Confederated Tribes of the Northern WA state. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is seeking to employ a skilled and experienced Director of Finance. Reporting to the Executive Director, the Director of Finance is responsible for effective leadership and direction regarding the financial management of the ONA and for managing the finance department personnel.

#### Scope of the Position

As a vital member of the senior management team, the Director of Finance will bring significant financial acumen to the ONA and have primary responsibility for financial operations including planning, implementing, managing and controlling all financial-related activities of the ONA. The position will have direct overall responsibility for financial strategic planning, accounting, finance, forecasting, strategic planning, job costing, financial negotiations, contract compliance, investment, financing and financial risk management.

Under the direction of the Executive Director, the Director of Finance will work strategically with all levels of government, management and staff at ONA and external partners. The position directly supervises all finance personnel and provides financial management and assistance, guidance and advice to the Executive Director, Chief Executive Council (CEC) Finance Committee, senior management team and managers. In conjunction with the senior management team, the Director of Finance oversees the development of the annual budget for all departments and ensures all department budgets are adhered to throughout each fiscal year. The Director of Finance is also responsible for all functions associated with accounting, auditing, budgeting, payroll, financial planning, investment and financial analysis.

#### Responsibilities:

##### *Financial Management*

1. Provide leadership of short and long-term strategic financial plans and objectives and ensure their continuous review and updating.
2. Prepare a comprehensive annual budget with the senior management team to secure adequate funding.
3. Ensure budgets are approved and adhered to.

4. Review cash flow, ensure management and provide regular reports to the Executive Director and CEC Finance Committee.
5. Ensure credibility of Finance team by providing timely and accurate analysis of budgets, financial trends and forecasts.
6. Direct and oversee all aspects of the Finance & Accounting functions.
7. Evaluate and advise on the impact of long-range planning, the introduction of new programs/strategies and regulatory action.
8. Establish and maintain strong relationships with senior managers and the CEC to identify their needs and seek full range of business solutions.
9. Analyse financial risks and benefits of business decisions; provide senior management team and CEC Finance Committee with advice on the financial implications of business activities.
10. Manage processes for financial forecasting, budgets and consolidation and reporting.
11. Provide recommendations to enhance financial performance and business opportunities strategically including the identification of opportunities for funding.
12. Ensure that adequate internal controls are in place and ensure compliance with Generally Accepted Accounting Principles (GAAP) and applicable federal, provincial and local regulatory laws and rules for financial and tax reporting.
13. Develop, update and ensure implementation of/compliance with Financial Policy and procedures.
14. Ensure all financial reporting requirements are met for operations and special projects.
15. Provide financial reports, advice and recommendations to the Executive Director, Chiefs Executive Committee (CEC) and Finance Committee, attending meetings and responding to questions/requests for information.
16. Ensure compliance by the managers with Contracts/Agreements for all funding agencies, including those funders in the United States of America.
17. Develop capital projects costs and benefits analyses, providing recommendations and managing capital expenditures.
18. Ensure systems are in place to monitor purchasing, tendering and other financial transactions.
19. Ensure all assets of the organization are insured appropriately and that an asset management system is in place.
20. Provide input for the audit process, liaise with auditors and implement recommendations into the organizations operation.
21. Provide appropriate correspondence and reports on behalf of the Executive Director, CEC or Finance Committee.
22. Ensure compliance with the signing authority policy and procedures.
23. Contribute to the overall management of the ONA through senior managers meetings, team leads meetings, and the AGA.
24. Ensure the requirements of annual licensing are met including the BC Societies Act.

### **Supervision of Staff**

In accordance with ONA policy, assume responsibility for the hiring, onboarding, direction, supervision, mentoring and training of the finance personnel and inspire the team towards high levels of performance.

## **Qualifications and Competencies**

The Director of Finance will require the following qualifications, values and competencies:

### **Qualifications**

1. Chartered Professional Accountant designation is required or imminent.
2. Member in good standing with governing professional body.
3. BSc. in Accounting or Finance or an MBA is considered an asset.
4. A minimum of 7 years in a senior financial management position (including managing staff) within a comparable organization and a proven track record in sound financial planning and management.

### **Knowledge, Skills and Abilities**

1. Superior leadership skills: defining a vision and guiding individuals and groups toward that vision, whilst simultaneously maintaining group cohesiveness, motivation, commitment and effectiveness.
2. Proven experience in accounting, auditing, budgeting, payroll, financial planning and analysis. Thorough knowledge of Generally Accepted Accounting Principles.
3. Ability to deal with complex and politically sensitive issues and make timely and sound recommendations.
4. Possess conceptual skills to identify and analyze situations and challenges and manage these to a resolution.
5. Above average verbal and written communication, presentation and negotiation skills.
6. Good judgement, tact, strong interpersonal skills, demonstrated initiative.
7. High level of integrity and dependability.
8. Experience working with federal, provincial and other types of funding agreements.
9. Knowledge of First Nations and non-First Nations taxation issues.
10. PC proficiency is essential (Windows, accounting software, Replicon etc).
11. Indigenous ancestry is preferred or extensive experience working within an Indigenous environment.
12. Ability to work evenings and weekends when required.
13. A clean Criminal Record Check is essential.
14. Valid BC driver's license and access to a reliable vehicle.

**Hours:** Full Time 40 hrs per week, with flexible work hours (e.g. some evenings and weekends).  
A market related salary, pension and benefits package is attached to this position.

**Application Procedures:** Interested candidates are invited to send a current resume and covering letter to:

**David Leroux, Human Resources Manager**

Okanagan Nation Alliance  
# 101- 3535 Old Okanagan Hwy  
Westbank, BC V4T 3L7

Email: [dlroux@syilx.org](mailto:dlroux@syilx.org) Fax: (250) 707-0166

**Competition closes Monday, January 7, 2019 at 4.30 p.m.**

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted.

