

EMPLOYMENT OPPORTUNITY

General Manager - BC First Nations Gaming Revenue Sharing General Partnership

BCFNRS GP Inc., the General Partner of the newly created BC First Nations Gaming Revenue Sharing Limited Partnership (the Limited Partnership) is seeking to employ a skilled and experienced General Manager that will be reporting to the Board of Directors.

The General Manager will be responsible and accountable for the general management of the terms of a new and historic gaming revenue sharing agreement between the BC Provincial Government and the Limited Partnership of BC First Nations and all associated agreements. More information can be found at www.bcfngamingrevenue.ca.

The ideal candidate will be a self-reliant, entrepreneurial and results orientated business manager, with strong financial management, analytical and problem-solving skills and the ability to deal with complex and politically sensitive matters.

BCFNRS GP Inc., in collaboration with the Okanagan Nation Alliance (ONA) acting as the interim host organization, wishes to fill this position as soon as possible. The position will be located in Westbank, BC.

Scope of the Position

Under the direction of the Board of Directors, the General Manager will work to implement the terms of the new gaming revenue sharing agreement and the associated limited partnership agreements. This includes managing the critical functions of financial and administrative management, distribution of funds, reporting and auditing, and all other ancillary functions and deliverables attached to distributing gaming revenues to BC First Nations.

Key Duties and Responsibilities

- In collaboration with the Board, steer and implement the mission and mandate of the company.
- Engage and onboard limited partners.
- Develop and implement required policies, procedures and systems for strong, transparent and efficient operations.
- Develop an annual budget and audit plan.
- Oversee and manage all finances and accounting.
- Oversee the timely distribution of funds to limited partners.
- Develop monthly, quarterly and annual financial and accounting reports.
- Implement required compliance and audit processes.
- Provide required reporting to the B.C. Provincial Government.
- Provide required reporting to limited partners and shareholders.
- Develop a Human Resources plan, recruit and manage staff and contractors.
- Oversee all office operations and systems.

Qualifications, Experience and Key Competencies Required

1. A Professional Accounting designation is essential.

2. Experience working with a Board of Directors is essential.
3. A minimum of five years progressive administrative and financial management, with a minimum of three years a senior financial leadership position is required.
4. Experience working with or for First Nation owned companies or communities is highly recommended.
5. A deep knowledge and understanding of Canadian financial accounting standards, statutory reporting, compliance, regulatory requirements and taxation realities related to First Nations, is essential.
6. Excellent proficiency in conflict resolution and mediation.
7. The ability to pass a criminal record check and to maintain confidentiality is essential.
8. Advance proficiency in the application of Microsoft Office (Excel, Word, Outlook and PowerPoint) including accounting software such as QuickBooks, Sage 300 and other systems such as Salesforce is essential.
9. Experience with implementing budgeting, accounting, forecasting, office management systems and reporting is essential.
10. A detail orientation and project management skills are essential.
11. The ability to communicate clearly written and orally at Board and business level
12. Other abilities such as commitment to the mission of the revenue sharing initiative, teambuilding, supervision of staff, self-reliance, entrepreneurial and result orientation is essential.
13. As some travel will be required a valid class 5, BC driver's license is essential.

All candidates encouraged to apply. Preference will be given to qualified applicants of Indigenous ancestry.

Hours: Full Time 40 hours per week, with flexible work hours (e.g. some evenings and weekends). A competitive salary and benefits package is available.

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

BC First Nations Gaming Commission Recruitment Committee
c/o David Leroux, Human Resources Manager
Okanagan Nation Alliance
101- 3535 Old Okanagan Hwy
Westbank, BC V4T 3L7
Email: dleroux@syilx.org Fax: (250) 707-0166

Competition closes Wednesday, March 27, 2019 at 4.30 p.m.

Applications will be reviewed as received. Applicants are encouraged to apply early.

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