



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2
tel 250.679.3203 • fax 250.679.3220

LITTLE SHUSWAP LAKE BAND JOB POSTING – ADMINISTRATION FINANCE MANAGER

Job Summary

Reporting to and under the direction of the Executive Director of Administration for Little Shuswap Lake Band, the Finance Manager is responsible for the day-to-day accounting activities and financial management systems of the Band in accordance with GAAP, and LSLB policies and procedures. The Finance Manager provides guidance and overall direction of the Little Shuswap Lake Band Finance Department and will be the first point of contact to resolve issues and provide service

Responsibilities:

- Ensures the financial management system is appropriately designed and operating effectively by actively monitoring compliance with policies, processes, internal controls as well as other applicable laws, standards, policies and procedures.
- Prepare appropriate monthly and quarterly financial statements and reports for department manager approval and the FAC as required
- Process the year-end closing and prepare draft year-end accounting records in preparation for the audit. Work with the auditors to complete the annual audit in a timely manner
- Monitor the day-to-day financial operations of the Band including payroll, accounts payable, accounts receivable and government filings.
- Provide supervision, training and cover of all positions in the Finance department.
- Able to complete the full accounting cycle including maintaining accurate books and records as well as bank reconciliations, ledgers and subledger reconciliation.
- Cashflow management, ensuring there are sufficient funds in all LSLB bank accounts to meet liabilities
- Act as the Tax Administrator, ensuring annual laws are processed in a timely manner and in accordance with legislation
- Financial management of leases, by ensuring that a complete set of records are maintained respecting local revenue laws, invoices are issued and delinquent accounts are managed appropriately
- Participate in the development and support of LSLB's strategic planning and contribute to the multi-year financial integrated plan.
- Lead the annual budgeting process by providing templates to department managers, seeking approval of the annual budget and entering this into the accounting software program
- Maintain books and records for the CMHC, perform yearend closure, in preparation for the audit)
- Project management for special projects relating to the Finance department
- Establish work schedules and procedures: coordinate activities with other departments.

- Track the Band's financial status and performance to identify areas for potential improvement.
- Resolve work product problems and provide progress reports.
- Perform Tangible Capital Asset Management procedures as per the FAL and support the Capital Asset Manager as required
- Performs other related duties and responsibilities as assigned.

Basic Qualifications:

- Accounting designation and/or combination of education and relevant job experience equivalent.
- A minimum of 5 years working in a finance department
- Understanding of federal and provincial laws and regulations including those pertaining to Indigenous organizations.
- Demonstrated leadership skills
- A minimum of 3 years, supervisory experience, with the ability to develop, train and motivate in a dynamic team environment.
- Strong communication and interpersonal skills with the ability to build and maintain strong cross-functioning relationships and liaise with diverse stakeholder groups
- Experience in full cycle accounting.
- Excellent organizational skills with the ability to manage priorities and meet deadlines.
- A commitment to providing customer service by providing advice and support to management on strategic matters.
- Valid driver's license required.

Physical demands of this job may vary. The majority will be performed at a desk/workstation and those normally associated with a typical office environment – sitting for extended periods of time, eye strain, moderate noise from office equipment/foot traffic, working in confined area.

Working conditions of this is position is performed in a typical office setting. May be required to work after hours and occasional travel may be expected.

Supervisory responsibilities

Supervision of the Finance department staff.

Equipment and Software

Microsoft Office products – Word, Excel, Outlook, PowerPoint and Publisher

Photocopier and fax

Knowledge and familiarity of Adagio or similar Accounting Software

Other requirements

N/A



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<u>TERM OF POSITION:</u>	Permanent fulltime
<u>APPLICATION DEADLINE:</u>	Posted until filled
<u>START DATE:</u>	As soon as possible

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: hr@lslb.com
Fax: 250.679.3220
In person: LSLB office
1886 Little Shuswap Lake Road
Chase, BC V0E 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.