



EMPLOYMENT OPPORTUNITY

Finance Manager.

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. 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 of common concern.

The ONA is seeking to employ an enthusiastic individual to work as Finance Manager. Accountable to the Executive Director the position holder will be responsible to uphold financial and fiscal accountabilities that will include day-to-day, month end and year-end accounting functions of the ONA.

The position furthermore will oversee the finance team and work with department managers to ensure best practices.

Key Responsibilities:

- Ensures compliance with internal financial controls, GAAP and statutory reporting compliance.
- Assists with department finance planning, human resources, administrative, financial, governance, legal and project management deliverables.
- Oversees and monitors department and annual budgets including annual audit preparation.
- Oversees the day-to-day accounting requirements and functions of Account Receivable, Accounts Payable and Payroll.
- Ensures timely and accurate financial reporting.
- Completes timely and accurate deposits and posting of all receipts for accurate reporting and cash flow forecasting.
- Creates and complete required templates, briefing notes and reports and participates in financial meetings on regular basis as required.
- Provides recommendations to enhance the efficiency of accounting systems and processes.

Qualifications and Competencies:

This position will require the following qualifications, values and competencies.

Qualifications:

A Chartered Professional Accountant (CPA) designation, or equivalent, with five (5) years applicable experience. Experience managing Fires Nation finance programs or project is preferred.

Knowledge, Skills and Abilities required:

- ◆ Excellent knowledge of General Accepted Accounting Principles.
- ◆ Knowledge of First Nation Taxation.

- ◆ Ability to use Microsoft Office, QuickBooks, and web based time sheets, project management and budgeting software tools.
- ◆ Excellent supervisory skills.
- ◆ Demonstrated organizational, time management and presentation skills.
- ◆ Experience in working with First Nations organizations' issues and concerns.
- ◆ Have a valid BC drivers' license.
- ◆ Work flexible work hours/willingness to occasionally work on evenings and weekends.

Competencies required:

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Integrity
5. Problem Solving

Values required: Respect, Honesty, Sharing, Trust and Unity

Term: Up to 40 hrs/week with flexible work hours (e.g. some evenings and weekends)

Application Procedures: Interested candidates are invited to apply by forwarding resumes and covering letters to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
101 – 3535 Old Okanagan Hwy, Westbank,
B.C. V4T 3L7 Email: dleroux@syilx.org or Fax:
250-707-0166

Position available until filled.

Thank you for your interest.

