



Position: Finance Manager

Reports to: Executive Director and Clan Directors Council (CDC)

Status: Permanent, full-time position with Taku River Tlingit First Nation (TRTFN) in Atlin, British Columbia

### **Position Summary**

Reporting directly to the Clan Directors Council and Executive Director, the Finance Manager is responsible for providing the leadership, direction and support for the overall management, recording and reporting of the financial affairs of TRTFN. The Finance Manager manages the day-to-day accounting affairs, including the supervision, valuation and development of Finance Department staff.

### **Duties and Responsibilities Include**

- Preparing financial statements and reports in accordance with Canadian GAAP
- Assessing and managing financial reporting risk to the Executive Director
- Developing and recommending procedures for identifying and mitigating financial reporting risks and fraud risks and ensuring approved procedures are followed
- Approving and completing an independent review of monthly bank reconciliations for each financial institution account
- Ensuring that a reconciliation is performed each month for every financial institution account
- Documenting and alerting the Finance and Audit Committee of any irregularities in the reconciliation process
- Developing, documenting and maintaining policies and procedures relating to the procurement process for goods, services and assets
- Approving and signing all lending, guarantees and indemnities within amounts specified in the Delegation and Authorization Table
- Ensuring that lending allowances and write-offs (if any) are reported to the Finance and Audit Committee and are accurately recorded and disclosed in the financial statements
- On an annual basis, preparing a report for the Finance and Audit Committee setting out all payments made for loan guarantees and indemnities
- On an annual basis, preparing a report for the Finance and Audit Committee setting out all loans, loans forgiven, and payments received
- Responsible for the accurate and timely reporting of capital assets in the financial statements in accordance with Canadian GAAP
- On an annual basis, prepare the financial information related to maintenance and or replacement of capital assets as required by Financial Administration Law



- Preparing quarterly reporting to the Finance and Audit Committee, or more frequently, if necessary, on the status of the capital asset reserve fund
- Developing and recommending procedures for the safeguarding of assets and ensuring approved procedures are followed
- Developing budgets, including for capital project plans and annual capital plans, and variance reports
- Developing and recommending procedures for identifying and mitigating risks, including financial reporting and fraud risks for the annual risk management plan

### **Education & Experience**

- Minimum of a Bachelor Degree in related Discipline (Accounting, Business Administration / Commerce)
- Minimum 5 years' post-designation accounting and financial experience
- CPA designation would be an asset
- Minimum 2 years' experience at the senior financial management level
- Minimum 2 years' experience working with First Nations
- Minimum 5 years' experience with accounting software

### **Conditions of Employment**

- Class 5 driver's license
- Criminal record check
- Must be willing to travel, as required

### **Application Process**

If you are looking for a challenging and rewarding opportunity, and you believe you meet the requirements to be successful in this role, please submit a cover letter and your resume to [careers@jouta.com](mailto:careers@jouta.com).

We thank all applicants for applying, however, only those candidates selected for interviews will be contacted.