



Tla-o-qui-aht First Nations

Chief Financial Officer

The Tla-o-qui-aht First Nation is seeking a full time Chief Financial Officer to oversee the financial management of the Nation's community and business interests. Responsible to the Chief and Council through the Chief Executive Officer, the CFO oversees the day to day activities of the finance team and is responsible for the following:

Responsibilities

- Ensuring policies and financial controls are effectively developed, implemented and monitored, while making recommendations for changes/additions where applicable;
- Supporting Program Managers to ensure compliance with Funding Agreements (AANDC, Health Canada, CMHC etc.) and as required, identify and procure additional sources of funding;
- Developing viable strategies to integrate the economic and cultural interests of the community;
- Preparing monthly financial reports for the Chief Executive Officer and Program Managers;
- Preparation and presentation to Chief and Council of the annual budget and regular financial reports as required in support of a sound governance structure;
- Working closely with the Finance and Administration Manager to achieve daily, monthly, quarterly and annual financial reporting goals;
- Providing functional guidance to the Finance & Administration Manager to support oversight of the finance function;
- Daily, monthly, & annual monitoring of cash flow, as well as predicting future cash flow needs;
- Capacity development of all Band staff, primarily the finance team, in relation to financial management; or as directed by the Chief Executive Officer;
- Ensuring monthly, quarterly and annual working papers are prepared;
- Being a key contact with funding agencies, financial institutions, auditors, vendors and clients;
- Being a participating member of management committees as required;
- Overseeing and implementing standardized accounting software within our financial operations;
- Working closely with the auditors of TFN to ensure the timely and accurate completion of the all related financial statements;

Qualifications

- Professional Accounting Designation (CA, CPA CMA, CGA, CAFM);
- Tla-o-qui-aht will consider candidates that are enrolled in any of the above-noted designations wherein the designation can be completed within 12 months of the start of employment;
- Detailed knowledge of financial & information management systems;
- At least 2-years experience in a similar position, or 3 years in a financial management role;

Skills & Abilities

- Ability to view issues from a broad integrated perspective;
- Strength in analytical, problem solving, teamwork and supervisory skills;
- Adaptable and flexible to facilitate change and effectively handle the demands of a challenging position;
- Strong time management skills with the ability to prioritize demands from various sources;
- Strong interpersonal and communication skills;
- Ability to handle a challenging workload;
- Experience with Adagio and PayDirt preferred;

This is a full-time position located in Tofino BC. The successful candidate will be expected to reside in the area. A modest relocation allowance is available. TFN offers a competitive salary and benefits package. Preference will be given to a qualified Aboriginal candidate.

Applications, including a covering letter and current resume must be received no later than March 3, 2017. Candidates are requested to send their submissions to the attention of:

**Ted Adnitt, Chief Executive Officer
Tla-o-qui-aht First Nation
P.O. Box 18
Tofino BC, V0R 2Z0**

or by email at jobs@tla-o-qui-aht.org