



Tl'azt'en Nation
P.O. Box 670 Fort St. James, BC V0J 1P0
Phone: 250-648-3212 Fax: 250-648-3250



Position Title: Financial Controller

Tl'azt'en Nation is seeking a full time Financial Controller

MAIN FUNCTION:

The Director of Finance and the Executive Director are responsible for the overall financial control of Tl'azt'en Nation.

PRIMARY RESPONSIBILITIES:

Assist Management and Departments in developing their Annual budgets.

Establish and enforce the GAAP, practices and procedures of Tl'azt'en Nation.

Develop, Analyze and Interpret the statistical and accounting information to the appropriate departments.

Ensure that Adequate accounting records of all Assets, Liabilities and transactions of Tl'azt'en Nation are maintained.

Prepare and interpret Financial statements on a regular basis for Tl'azt'en Nation and Department Managers and or designates and Chief & Council.

Review all expenditures and revenues, ensuring they are charged to the proper accounts.

Carry out incidental and related duties as required and/or requested by the immediate supervisor.

Adhere to GAAP, Funding Agencies, Labor Regulations and directives and guidelines.

Must follow the direction of the Tl'azt'en Nation Policy and Procedures Manual.

Network with funders and suppliers

Management duties for accounting staff-performance, evaluations, attendance, payroll legislation.

EDUCATION:

Finance and Accounting Degree

Senior Management Experience

Minimum 3 years related experience

First Nation Accounting experience

SKILLS:

Proficient in accounting systems (Including but not limited to Adagio, Pay Dirt and Microsoft Office).

Supervisory training

Analytical skills

Knowledge of Tl'azt'en Nation heritage and culture

Ability to function in a semi-remote Indigenous Community

WORKING RELATIONSHIPS:

Superior: Executive Director

Subordinates:

Payroll Clerk

Accounts Payable Clerk

Accounts Receivable Clerk

Social Development Clerk

Others:

Funding agencies

Suppliers

Managers

Staff

Auditors

Community members

Please submit your cover letter and resume outlining how you meet these qualifications. Only candidates meeting minimum requirements will be contacted for an interview. Proof of certifications required prior to employment.

Closing Date: September 17, 2018

Submit resumes to Charlene Tom: **Charlene.tom@tlazten.bc.ca**

No phone calls please.