



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting Chief Financial Officer

McLeod Lake is located 150km north of Prince George and 50km south of Mackenzie, BC. The Tse'khene is a south westerly extension of the Athapaskan speaking people of northern Canada. McLeod Lake Band Members are a nomadic hunting people who controlled the basins of the Parsnip and Finley Rivers and the valley of the Peace River in British Columbia. Living on the edge of the Rocky Mountains, we are the "*People of the Rocks*".

This position is ideal for someone that enjoys a challenge and working with people. The position requires someone with the ability to manage funds from many different sources. The Chief Financial Officer reports to Band Administrator and is responsible for managing all financial reports, transactions, liaises with stakeholders and manages finance staff.

Specific Responsibilities:

- Ensure that funding report requirements are complete, accurate and timely;
- Provide leadership, direction and management of the finance accounting team;
- Provide strategic recommendations to the Band Administrator, Chief and Council;
- Manage the process for financial forecasting and budgets, and overseeing the preparation of all financial reporting;
- Advise on long-term business and financial planning;
- Establish business relations with senior management, external partners and stakeholders;
- Catalogue all financial contribution agreements;
- Develop, recommend and implement a process for the efficient and effective administration of financial contribution agreements;
- Prepare financial reports for Chief & Council to review;
- Work to ensure that monthly reconciliations of all accounts are reviewed prior to processing financial statements;
- Coordination of audit preparation;
- Chair the Finance Committee;
- Assist the McLeod Lake Indian Band entities as required;
- Adhere to the McLeod Lake Indian Band financial by-laws;
- Oversee group health benefits and pension plan administration;

Qualifications & Expectations:

- Post-secondary degree in Business with a CPA or CGA designation;
- 3-5 years' experience or a combination of experience and education
- Excellent planning, organizational, time management, conflict resolution and problem solving;
- Ability to build effective working relationships with diverse groups including industry, government and community leaders;
- Class 5 driver's license;
- Ability to work flexible hours and willing to travel for meetings.

Please submit a resume and cover letter to: Email: hrdept@mliib.ca Open until filled