



McLeod Lake Indian Band

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

Job Posting: Director of Finance

The McLeod Lake Indian Band (MLIB) is a progressive First Nations community committed to enhancing the well-being of its members while promoting sustainable economic and cultural development. We manage a range of programs and services designed to enrich the quality of life for our community members. We are currently seeking a Director of Finance to join our leadership team.

Position Overview

The Director of Finance is responsible for the overall financial management, planning, and reporting for MLIB. This senior-level position oversees a team of five staff members, provides financial guidance to the Band's programs, and ensures the fiscal integrity of the organization. The successful candidate will work closely with the Band Administrator and Chief & Council to develop financial strategies that support MLIB's goals.

Key Responsibilities:

Financial Leadership:

- Manage the Band's financial operations, including budgeting, forecasting, variance analysis, and financial reporting.
- Prepare financial statements and ensure compliance with funding agreements, including timely reporting to Indigenous Services Canada and other key partners.
- Provide financial oversight for audits, ensuring the proper preparation and coordination.
- Chair the Finance Committee and work closely with program managers on budget planning and expenditure monitoring.

Team Leadership and Mentorship:

- Lead and mentor a team of five finance staff, fostering a collaborative and effective work environment.
- Provide coaching and professional development opportunities to the finance team to ensure high performance and job satisfaction.

Strategic Planning and Financial Analysis:

- Collaborate with senior leadership to develop financial strategies aligned with the Band's strategic goals.
- Monitor cash flow and provide financial analysis to support decision-making by the Band's leadership.

Compliance and Reporting:

- Ensure that all financial reporting requirements are accurate, complete, and submitted on time.
- Liaise with external auditors, government agencies, and financial institutions.

Collaboration and Communication:

- Maintain relationships with key funding bodies, including the First Nations Health Authority and Indigenous Services Canada.
- Provide financial advice to the Band Administrator, program managers, and Chief & Council.

Skills and Qualifications:

Education and Experience:

- A professional accounting designation (CPA, CAFM) or equivalent experience.
- Minimum of 5 years of experience managing a finance department, preferably in a First Nations setting.
- Strong understanding of Indigenous Services Canada and Health Canada funding arrangements is an asset.

Leadership and Communication:

- Proven ability to lead and mentor a team in a culturally diverse environment.
- Excellent written and verbal communication skills, with the ability to present financial information clearly and concisely.

Technical Proficiency:

- Proficiency in Sage 300 or similar accounting software.
- Strong working knowledge of Microsoft Office, including Excel.

Personal Attributes:

- High level of integrity and the ability to maintain confidentiality.
- Excellent problem-solving and analytical skills.

Compensation

- Depending on experience the salary range for this position is **\$110,000- 140,000**

At McLeod Lake Indian Band, we value the dedication of our employees, which is why we give so much in return. In addition to Competitive pay, we also offer the following:

- Comprehensive Health benefits package with Medical, Dental and Vision coverage.
- An employer matched Pension Plan up to 5 percent.
- Excellent learning and advancement opportunities.
- Opportunities for personal and professional training and development
- Ten sick days.
- Five personal days.
- Paid time off during Christmas break.

Submit resumes and a cover letter to:

Attention: Human Resources

Email: hrdept@mliib.ca

Posted: October 02, 2024

Open until filled.