



## Southern Dakelh Nation Alliance

59 First Avenue South  
Williams Lake BC V2G 1H4  
(250)398-7033

### Finance Manager, CPA Job Posting

<b>Posted</b>	<b>March 7, 2019</b>
<b>Employer/Company</b>	<b>Southern Dakelh Nation Alliance</b>
Website	<a href="https://dakelh.ca/">https://dakelh.ca/</a>
Contact Person	Tammy Keith email: <a href="mailto:execassist@dakelh.ca">execassist@dakelh.ca</a>
Address	59 First Avenue South Williams Lake, BC V2G 1H4
Positions available	1
F/T	5 days a week/35 hours per week
Start Date	As soon as possible
Salary Range	\$75,000 to \$95,000 annually (based on qualifications).
Benefits	Negotiable
Closing Date	<b><i>March 21, 2019 - 12:00 PM Pacific Standard Time</i></b>
Driver's License	<i>Required</i>
Driver's Abstract	<i>Required</i>
Police Info Check	<i>Required</i>

#### **Position Overview**

Reporting to the SDNA Business Manager, as an accredited Chartered Professional Accountant ('CPA'), the Finance Manager is responsible for all day-to-day financial management and accurate and timely reporting of financial information and performance.

This position is head of the SDNA finance department/accounting and oversees; funding contracts, payroll, accounts payable, accounts receivable, and general accounting functions. Maintains the general ledger and assists accounting staff with the development and submission of sub-ledgers, evaluates financial statements, assists the Executive Director, Business Manager and Operations Manager and departments with the interpretation of financial statements, makes recommendations to address areas of surplus or deficits, develops and implements financial policies and procedures. Supervises accounting staff. The position also provides support for major projects with multiyear budgets and analyses cash flow, cost overruns and shortfalls and makes recommendations to senior managers. This position will be located at the Southern Dakelh Nation Alliance office in Williams Lake.



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## Essential Functions and Duties

- Responsible for all day-to-day financial management.
- Maintain all SDNA financial management procedures and principles.
- Maintain SDNA financial management systems.
- Assist managers with preparation and review of all the SDNA's budgets.
- Submit annual budget for Executive Director and SDNA Business Manager approval.
- Monthly reports in simple to read format identifying expenditures, budget, overages and underage's, forecasts and recommendation on action required to balance income and expenses for the fiscal year.
- Monthly review with department managers about budgets. Sign off on department managers' review of finances.
- Work with auditors to prepare and produce the SDNA audited financial statements for ISC.
- Ensure that all processes and procedures ensure compliance with GAAP, and funding agencies requirements.
- Monthly summary of all external requests for information concerning financial requirements or concerns.
- Participate in SDNA senior management team, provide input into decision-making, and identify possible financial outcome of decisions.
- Assist managers with monthly financial reports, which should be in plain language and identify over/under funding issues and options to ensure that departments reach budget expectations.
- Account Payables/Receivables: control disbursement of SDNA funds insuring that all regulation requirements and accountabilities are met.
- Oversee administration of payroll and benefits.
- Approve all equipment leases or purchase in advance with the Executive Director and/or Business Manager to ensure the short and long-term value and sustainability of the purchase.
- Manage and direct the finance department and staff to ensure that goals and objectives are established.
- Management of finance department employees.



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- Conduct annual performance plans and reviews for employees in the department.
- Establish and maintain appropriate records and books in accordance with generally accepted accounting principles.
- Liaison with appropriate internal and external stakeholders to ensure that all contract requirements are being met for contract service provisions.
- Ensure that all expenditures are within guidelines of funding agreements.
- Prepare and submit financial statements.
- Prepare cash flow analysis and makes recommendations regarding cash management
- Prepare and submit program/service/activity revenues and expenses schedules.
- Prepare and submit all the financial ratios within the required parameters: liquidity, working capital to revenue, etc.
- Assist SDNA member communities at the direction of the SDNA Executive Director.

## **Qualifications – Education and Experience**

- A Bachelor's Degree in Business Administration (Accounting) is preferred or field relevant to the position.
- Chartered Professional Accountant (CPA).
- At least 2 years' accounting experience.
- At least 2 years' experience working directly with First Nation communities in a financial management role is considered a definite asset

## **Required Knowledge and Competencies**

- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of program/fund accounting.
- Ability to perform complex and diversified accounting functions related to revenues, expenditures and cost sharing.



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- Strong computer skills in Accounting software, Word, Excel, Access, and Power Point.
- Working knowledge of project management principles and practices.
- Excellent organizational and coordinating skills.
- Excellent verbal and written communication skills.
- Senior-level writing and reporting skills.
- Working knowledge of information management systems.
- Adept at working cooperatively as a member of a team, and proven ability to work independently with minimal supervision.

### Other Requirements

Willingness to travel throughout the region and possesses a valid driver's license and has access to a reliable vehicle.

- Driver's License required.
- Driver's Abstract required.
- Police information check ('PIC') is required.

### Contact Information

A cover letter is required to detail how you meet the qualifications and competencies described above. Please email the cover letter and a current resume to Tammy Keith at [execassist@dakelh.ca](mailto:execassist@dakelh.ca) by **March 21, 2019, 12:00 PM Pacific Standard Time**. No phone calls please. Only suitable candidates will be contacted for interviews.