



Chief Financial Officer

Competition #: 2025-05

Location: Based out of the Yaqit ʔa-knuqʔit'it Administration Office – This position is eligible for hybrid work arrangements

Position Summary:

Yaqit ʔa-knuqʔit'it First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful and natural parts of British Columbia. We are seeking a dynamic and experienced Chief Financial Officer (CFO) to lead its financial operations. Reporting to the Chief Administrative Officer, the CFO is responsible for the overall financial management, planning, and accounting functions of the Nation. This role oversees financial reporting in accordance with the Financial Administration Law, manages contracts and funding, ensures compliance with fiscal policies and regulations, and leads the Finance Department. Additionally, the CFO plays a key role in developing financial policies and processes to support long-term financial sustainability and accountability. This position is appointed by the Nasuʔkin and Council.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik people in a manner that respects, enhances, and promotes their cultural identity and well-being. The CFO will lead cultural safety by ensuring financial policies and management align with the cultural and economic priorities of Yaqit ʔa-knuqʔit'it First Nation, providing financial oversight that supports self-determination and long-term economic sustainability, supporting leadership in financial planning that benefits the community while upholding fiscal responsibility and accountability and collaborating with community members and leadership to ensure financial strategies align with Yaqit ʔa-knuqʔit'it traditions, values, and aspirations.

Responsibilities:

- Oversee all financial operations, including budgeting, accounting, financial reporting, and audits.
- Ensure compliance with the Tobacco Plains Financial Administration Law and all related policies.
- Develop and implement financial policies, procedures, and controls to ensure fiscal responsibility and transparency.
- Manage funding agreements and contracts with federal, provincial, and other funding agencies.
- Provide financial leadership and advice to Nasuʔkin and Council, CAO, and other senior leadership.
- Oversee payroll, revenue and taxation, financial policy administration, and expenditure controls.
- Manage financial reporting requirements for Indigenous and government funding agencies.
- Lead and mentor the Finance Department staff, ensuring effective financial operations.
- Monitor financial trends, conduct risk assessments, and provide recommendations for long-term financial sustainability.
- Ensure compliance with accounting and financial governance standards.
- Collaborate with auditors to manage annual financial audits.
- Assist in economic development initiatives and financial planning to support community growth.
- Other related duties as required



Qualifications:

Required Education and Experience:

- Chartered Professional Accountant (CPA) designation.
- Degree in accounting, finance, or a related field.
- Minimum of five (5) years of experience, preferably in government or Indigenous organizations.
- Experience leading and managing finance teams.

Required Knowledge, Skills, and Abilities:

- Demonstrates cultural competence and a deep understanding of the unique needs of First Nations communities.
- Strong leadership, financial planning, and strategic management skills.
- Knowledge of First Nation government financial management, taxation, and funding structures.
- Experience in financial governance, reporting, and compliance with regulatory frameworks.
- Strong understanding of internal controls, audit requirements, and risk management.
- Excellent analytical, problem-solving, and decision-making abilities.
- Ability to work collaboratively with leadership, government agencies, and community stakeholders.
- Strong organizational, communication, and interpersonal skills.
- High proficiency in accounting software (SAGE or similar) and Microsoft Office Suite.
- Commitment to confidentiality, integrity, and ethical financial management.
- Knowledge of First Nation and local government organizational functions and responsibilities.

Compensation:

- Salary will be commensurate with skills and experience, ranging from \$135,000 – \$149,500 annually.
- Medical, Dental, Disability and Life Insurance plans.
- Pension Program.
- Standard benefits as a Federally Regulated Employer.

Application Process:

Please send your resume and cover letter by **February 27, 2025**, at **12:30pm** to

Email: hr@tobaccoplains.org

Or mail to:

Human Resources

Yaqit Pa-knuqti'it First Nation

PO Box 76, Grasmere BC V0B 1R0