



## **FINANCE MANAGER**

**Competition #: 2025-14**

**Location:** Based out of the Yaqit ʔa·knuqʔiʔit Administration Office – This position is eligible for hybrid work arrangements.

### **Position Summary:**

Yaqit ʔa·knuqʔiʔit 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. The Finance Manager plays a vital leadership role in supporting the CFO with the financial management and oversight of Yaqit ʔa·knuqʔiʔit First Nation. In this role, you will help ensure financial systems and reporting are accurate, timely, and aligned with the Nation's goals - directly contributing to the success and wellbeing of the community.

As Finance Manager, you'll oversee day-to-day accounting operations, compliance, and financial planning, while fostering a culture built on integrity, accountability, and respect. You'll also have the opportunity to mentor and support a dedicated finance team, guiding their professional growth and strengthening collaboration across the department. This position offers the opportunity to apply your financial expertise in a leadership role that supports both organizational priorities and community values.

### **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. This position is responsible for: supporting the Yaqit ʔa·knuqʔiʔit's values in financial decision making and community investments, respecting and upholding confidentiality in all financial matters, ensuring financial processes are transparent, equitable, and responsive to community needs and promoting culturally safe practices when communicating about funding, budgets, or resources.

### **Responsibilities:**

- Support the CFO with overall financial strategy, planning, reporting, and risk management.
- Supervise, mentor, and evaluate finance department staff; provide regular feedback, training opportunities, and professional development support.
- Schedule and assign work, monitor performance, and ensure tasks are completed in accordance with established deadlines and standards.
- Foster a positive, collaborative, and accountable work environment within the finance team.
- Oversee day-to-day finance operations including accounts payable/receivable, payroll, bank reconciliations, and general ledger maintenance.
- GST Reconciliation, filling and remittances.
- Assist in preparing monthly, quarterly, and annual financial statements and reports.
- Help develop, monitor, and adjust departmental and organizational budgets.
- Ensure financial policies, procedures, and controls are implemented and followed.
- Support preparation for annual audits, including liaising with external auditors.
- Maintain and enhance financial reporting systems and software to meet operational needs.
- Prepare financial documentation required for funding proposals, compliance reporting, and contribution agreements.
- Collaborate with department managers to track spending and ensure budget alignment.

- Assist in training finance and administrative staff to maintain financial accuracy and best practices.
- Maintain strict confidentiality of all financial, payroll, and organizational information, ensuring sensitive data is only accessed or shared on a need-to-know basis.
- Handle all financial documents, reports, and transactions with discretion and professionalism.
- Act as signing officer in the absence of the CFO and provide support with key financial decisions as needed.
- Perform other related duties, as assigned.

### **Qualifications:**

#### **Required Education and Experience:**

- Degree or diploma in Accounting, Finance, Business Administration, or a related field.
- CPA designation or progress toward designation considered an asset.
- Minimum 3 - 5 years of progressively responsible experience in finance or accounting.
- Supervisory or management experience considered an asset.
- Experience in a First Nation or non-profit finance environment is a strong asset.
- Valid Class 5 Driver's License.
- Criminal Record Check (to be completed upon hiring).

#### **Required Knowledge, Skills, and Abilities:**

- Strong financial and analytical skills with attention to detail and accuracy.
- Understanding of Indigenous funding structures, contribution agreements, and financial compliance.
- Ability to communicate complex financial information clearly to both technical and non-technical audiences.
- Skilled in accounting software and Microsoft Excel.
- Excellent organizational and time management skills.
- Demonstrated leadership, integrity, and commitment to confidentiality.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

#### **Compensation:**

- Salary will be commensurate with skills and experience, ranging from \$95,000 – \$115,000 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 **September 15, 2025, at 12:30pm MST** to

Email: [hr@tobaccoplains.org](mailto:hr@tobaccoplains.org)

Or mail to:

Human Resources

Yaqit ʔa-knuqʔi't First Nation

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