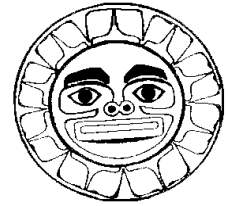


POSTING



Financial Controller

Ehattesaht First Nation in Zeballos, BC is seeking a permanent full-time Financial Controller to oversee the financial management of the Nation's community and business interests. Reporting to Band Administrator, the successful candidate will oversee the day to day activities of the finance department and will be responsible for the following:

- Ensuring policies and financial controls are effectively developed, implemented and monitored;
- Supporting Program Managers to ensure compliance with Funding Agreements (ISC, NTC, CMHC etc.);
- Preparing monthly financial statements to Chief and Council and Administrator on a regular basis;
- Maintain the chart of accounts and reconcile banks and various accounts for the Band, program departments and related businesses;
- Preparation and presentation to Chief and Council of the annual budget and regular financial reports;
- Ongoing monitoring of cash flow, as well as predicting future cash flow needs;
- Capacity development of all Band staff, primarily the finance staff, in relation to financial management;
- Ensuring monthly, quarterly and annual working papers are prepared;
- Being a key contact with funding agencies, financial institutions, auditors, vendors and clients;
- Being a participating member of committees as required;
- Overseeing and implementing standardized accounting software within our financial operations;
- Working closely with the auditors of Ehattesaht First Nation to ensure the timely and accurate completion of the all related financial statements;

Qualifications

- Adagio, Paymate, Excel & Word
- Bank reconciliation experience
- Proven Sobriety, Bondable, Provide Criminal Record Check
- Class 5 license and access to a vehicle
- Accounting Designation or 5 years equivalent prior related experience

To apply submit your resume, expected remuneration and handwritten cover letter to:

Ehattesaht First Nation

PO Box 59
Zeballos, BC V0P 2A0
fax: 250-761-4156
email: ehattesaht.office@ehatis.ca

Only those short-listed will be contacted for an interview.

Deadline to apply April 5th, 2019