Tla-o-qui-aht First Nation

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Finance Manager

Job Title:	**Finance Manager**	**Job Category:**	**Full-time Permanent**
Department/Group:	**Administration**	**Department #:**	**100**
Location:	**Tofino, BC**	**Rate of pay:**	**$69,000 – 78,000 per annum**
Reports To:	**Chief Financial Officer**	**Position Type:**	**Salary**

Position Summary

The Finance Manager oversees and directs financial staff and operations. This role requires a high level of financial and administrative management knowledge. Experience with the financial function for a large organization, budgeting, policy development, administrative structure and human resources will be mandatory. The Finance Manager reports to the Chief Financial Officer and is based out of the main administration office in Tofino.

Culture Commitment

The Finance Manager upholds the culture and governance of the TFN by delivering corporate support services that reflect our sacred pledge of ʔiisaak—deep respect for all living beings and the interconnectedness of our community, lands, and governance. These services strengthen the Nation's capacity to uphold our responsibilities to future generations, improve quality of life. You are a proven achiever and an organized, proactive, and resilient individual who thrives in fast-paced, dynamic environments. You manage ambiguity with grace, communicate with clarity and cultural humility, and build strong relationships across all levels of the organization. With an energetic and collaborative spirit, you are a resourceful self-starter who embraces multi-tasking in a technical and community-centered setting, always guided by the Nation's values of respect, responsibility, and renewal.

Responsibilities

- Manage finance staff and oversee their respective functions.
- Oversee management level functions of reporting, policy review, business operations analysis, and management team meetings.
- Annual participation in budget creation (for entire organization).
- Maintaining responsibility for accurate and timely financial statements and budgeting and liaising with the management team.
- Performs accounting related duties for month end processes, budget reviews, and transactional duties.

- Supporting the financial planning, monitoring, and implementation of organizational programs.
- Support the payroll manager in the administration, reporting and maintenance of employee benefits .
- Ensuring the development of department annual work performance plans based on the identified strategic plan for the positions supervised.
- Contractual, and advanced business writing duties.
- Implementation and maintenance of Communications, Information Technology, and HR Structure plans.
- Conducts research and analysis as required.
- Other duties as required.

Qualifications

- Post-Secondary Degree or Diploma in Administration or Finance field
- Interested in pursuing their CPA designation (preferred)
- 2 years management experience in a First Nations organization - Required
- Valid Driver's License, with access to a vehicle - Required
- Pass a criminal record check - Required
- Preference will be given to qualified Indigenous candidates

Knowledge

- Finance management principles, including budgeting, and reporting.
- Advanced knowledge of MS Office, Adagio, and Information Technology – Required
- Must be organized, accountable, responsible and able to maintain confidentiality
- Cultural awareness and respect for Indigenous protocols and community values.

Skills & Abilities

- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills to work collaboratively across diverse teams.
- Ability to prepare clear reports, budgets, and schedules.
- Ability to handle conflict with sound judgement
- Problem-solving and risk management skills to address project challenges.
- Adaptability in fast-paced and changing environments.

Working Conditions

- Primarily works in an office setting located in a remote community, with occasional travel to other Nation sites or partner locations as needed;
- Engages in computer-based tasks, virtual meetings, and phone communications throughout the day;
- Collaborates with team members both in-person and remotely, using digital tools to maintain connection and workflow;
- Occasionally participates in community events, meetings, or cultural gatherings outside standard office hours.

Physical Requirements

- Ability to remain seated and focused for extended periods while working at a computer or desk.
- Ability to move between office spaces and lift light office supplies or equipment as needed.
- Must be able to travel to as required.

About the Benefits

You will also receive a great range of employee benefits, including:

- Enrollment in the Tla-o-qui-aht First Nation Pension Plan
- Health and dental benefits
- Relocation Assistance and staff accommodation may be available

In accordance with Section 16(1) of the Canadian Human Rights Act, priority will be given to qualified First Nations applicants.