



Director of Finance (DoF)

Reporting to: Director of Operations

(This position is for non-members only)

Purpose

The DoF is responsible for the overall financial management, reporting, controllership, and strategic financial planning for West Moberly First Nations (WMFN). The DoF's role is to protect and improve the financial integrity of WMFN, coordinating with the Director of Operations to support Chief and Council's strategic direction. The position is responsible for the management of the Finance Manager, with oversight to WMFN managers on budget, monthly financials, monthly bank reconciliations, year-end adjusting entries, taxation and all government reporting and investments. The DoF position develops and ensures Financial Management Systems (FMS), policies, procedures and internal controls are adhered to in accordance with WMFN's Financial Administration Law (FAL).

Responsibilities

- Establish a functional and supportive culture for building financial management capacity and accountability
- Support the leadership team in defining and implementing sustainable financial planning for the successful execution of the strategic plan
- Provide strategic leadership and financial advice for Chief and Council in the management of financial affairs of WMFN and its businesses
- Provide leadership in developing organizational strategic and operational plans for WMFN and its businesses under the direction of Chief and Council
- Develop and implementing an annual workplan including an annual budget, multi year financial plan and business continuity plan for WMFN
- Ensure that all WMFN financial operations are conducted within relevant legislation, policies, and procedures. Interprets applicable legislation, regulations, and agreements in consultation with appropriate government departments or legal counsel when required
- Manage financial agreements and relationships with applicable government agencies and departments. Manage, follow up and ensure all reports are submitted to applicable government departments or agencies as required
- Manage the process for the development of an Annual Risk Management Plan and Fraud Risk Plan
- Oversee the WMFN finance and budget planning process with support from the Finance Manager



- Provide financial education, research, analysis, and reporting to Chief and Council and WMFN Managers as required
- Contribute to revenue planning, proposal development, and related activities
- Support, mentor, and develop WMFN for succession planning within respected departments
- Oversee financial audits for all WMFN entities and related reporting activities
- Perform work in a manner consistent with the WMFN Financial Administration Law (FAL)
- Liaise with Finance Manager on monthly accounting processes, including AP/AR, payroll management, invoicing, asset management and financial tracking of all agreements
- Maintain appropriate relations with staff, community members, Chief and Council and other agencies, Nations and Governments.
- Develop and recommend policies and procedures to Council to ensure accurate and appropriate financial reporting and mitigation of risk of fraud.
- Ensure approval procedures are followed.
- Work respectfully and collaboratively with an Indigenous and cultural safety awareness lens to support members and the community
- Attend all applicable committees to serve as the finance liaison for WMFN

Competencies and Skills

Knowledge, Skills, and Abilities:

- In-depth knowledge of for profit/not for profit finance as well as First Nation finance accounting principles, laws and best practices
- Analytical mind with a strategic ability
- Excellent organizational and leadership skills
- Ability to analyze and interpret financial records
- High level of self-awareness and emotional intelligence, excellent interpersonal skills, and the ability to establish working relationships with staff, Council, and a variety of governments, groups, knowledge keepers and/or Elders, and other stakeholders
- Computer literate and proficient in Microsoft Office Applications
- Proficient with accounting software (QuickBooks, Sage, etc..) in not-for-profit organizations
- Proactive, solutions-focused, and able to lead financial strategy in ambiguous environments while maintain fiscal discipline
- Demonstrates strong results-based business development acumen.
- Provides highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines
- Experience working with First Nations peoples, businesses or employers (Considered an Asset)
- Able to balance financial stewardship with complex community based priorities



- Adherence to the ethical standards established by an accounting body in BC (GAAP)

Education and Experience:

- Bachelor's degree in finance, accounting, or related field
- Chartered professional Accountant Designation (CPA) or Certified Aboriginal Finance Manager (CAFM) preferred
- 5+ years supervising teams
- 5+ years experience in accounting, auditing, budgeting, financial planning, non for profit and or other financial activities are required
- Demonstrated responsibility working with federal and provincial governments and other funding agencies and their related statutes, regulations, and financial requirements (CRA, WCB, ISC, FNHA, CMHC, etc.)
- Combination of education, experience, and lived experience

Job Requirements

- 35+ hours per week
- Hybrid work optional

Other

- Clear Criminal Record Check and Vulnerable Sector Check
- Complete background check to be completed prior to job offer
- Eligible to work in Canada
- Willing to participate in personal and professional development
- Follow West Moberly First Nations policies and procedures

Salary Range

\$130,000 to \$140,000 per year, based on experience and qualifications

