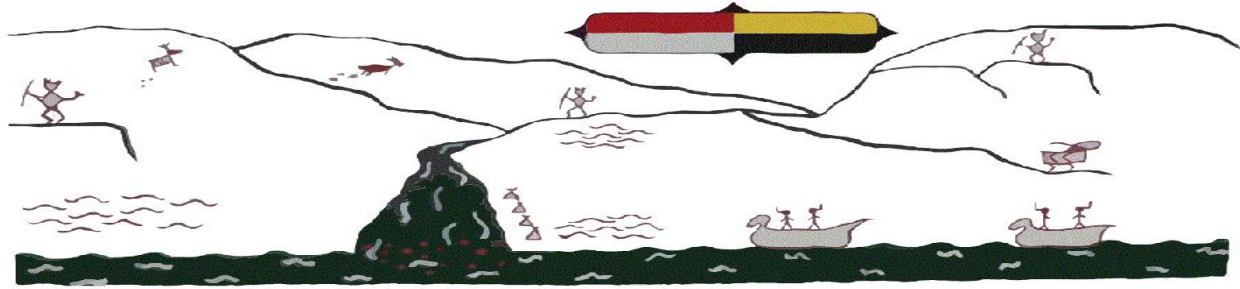


Kanaka Bar Indian Band



Job Description – Senior Financial Officer

Position: Senior Financial Officer
Organization: Kanaka Bar Indian Band
Application Deadline: February 19, 2021

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from "for-profit" activities. With this posting, Kanaka Bar is inviting applicants to oversee the financial administration of the Kanaka Bar Indian Band. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>

Senior Financial Officer: under the direction of the CEO – Programs and Services, the Senior Financial Officer (SFO) is responsible for ensuring the accuracy of all financial postings to the Band and its affiliated companies General Ledgers. The Senior Financial Officer is responsible for the direct supervision of the Finance Clerk for ensuring the accounting entries prepared and posted to the General Ledger(s) are accurate, timely and properly reflect the financial activities of the Kanaka Bar Band and its affiliated companies.

This will be a full-time managerial position at Kanaka Bar from Monday to Friday with regular reporting to CEO – Programs and Services.

Duties and Responsibilities:

- Performs all duties and responsibilities in accordance with Kanaka Bar Indian Band policies and procedures;
- Maintains confidentiality on all matters relating to the affairs of the Kanaka Bar Band;
- Provides good public relations and greeting services to the public and staff;
- On going review of financial services and department operations to ensure effectiveness and efficiencies;
- Assists in implementing efficiencies and operational improvements as it applies to the accounts payable function;
- Manages timely scheduling, tracking and coordination of financial transactions and events;
- Monitors all financial activity for Kanaka Bar Band and Kanaka Bar Indian Band Development Corporations;
- Supervises the day to day functions of the Finance Department, including staff supervisor, scheduling and providing necessary backup to other accounting staff functions when required;
- Ensures that the General Ledgers and Sub-ledgers for the Band and its affiliated companies are accurately maintained and reconciled monthly;
- Supervises all payroll functions, including employee files, employee disputes and refers all contentious employee issues to the CEO for resolution;
- Reviews all payroll summaries to the General Ledger and the Xnytax System;
- Supervises all Cash Receipts, ensuring proper documentation and proper account coding;

- Prepares and completes bank deposits and reconciles bank statements;
- Supervises Finance Clerk to ensure that the General Ledger for the Band and all related companies is accurate and maintained up to date;
- Prepares and/or approves and releases direct bank transactions prepared by the Director of Finance;
- Provides support to Department Managers in meeting their responsibilities as it relates to the managing the financial aspects of their programs;
- Ensures coordination of the financial activities of the Band and its affiliated companies to maintain proper accounting and cash flow management;
- Assists in the preparation of the year-end working papers including analysis of accounts for the annual audit;
- Assists the CEO in the preparation of the annual operating and capital budgets;
- Ensures direct payments and deposits for post secondary education, payroll remittances, pension plans and others are made to banks through electronic banking, when required;
- Other special accounting work as required from time to time and in the absence of the CEO;
- Assists the CEO in developing reports or programs, as required;
- Ensures a sufficient funds and balances are in each bank account of the Band and its affiliate companies to cover expenditures, from time to time.
- Prepares and makes bank transfers, in conjunction with the CEO, to ensure and maintain proper cash management;
- Trains, mentors staff on the accounting program;
- Ensures all staff are informed in a timely manner any corporate initiatives, issues and changes;
- Tracks and develops program and project management administration of ongoing and special projects;
- Answers inquiries, provides information and forms as required;
- Maintains the work area in a clean and professional manner;
- Performs other related duties and responsibilities as assigned.

Supervisory Responsibilities:

The SFO supervises the following staff position: Finance Clerk

Knowledge and Skills:

- Minimum of Grade 12 education or equivalent
- Post secondary education in accounting or finance and successful completion of 2-3 years of an accredited accounting program. Working towards the completion of an accounting designation (CA,CGA CMA or AFOA) is preferred
- Minimum of 5 years experience in an accounting environment, with at least 1 year of supervisory or equivalent combination of education and experience
- Experience and exposure to a First Nations environment
- Possess strong computer skills using Outlook, MS Word, Excel and Xyntax accounting systems
- Good verbal and written communication skills
- Excellent analytical and organizational skills to achieve desired results
- Diplomacy, tact and confidentiality in dealing with a variety of people and information
- Reliability and dependability
- Self motivated and an ability to work independently
- Good interpersonal skills
- Ability to work in a team orientated environment
- Flexibility is a must to adapt to changing work priorities
- Good judgement must be exercise at all times
- Continuous learning

Physical Demands:

Those normally associated with a typical office environment. Occasional visual concentration on computer.

Working Conditions:

The majority of work is performed in a typical office environment.

Equipment and Software:

Microsoft Word, Excel, Xyntax and Outlook

Photocopier and fax

Other Requirements:

Acceptable Criminal Records Check

Drivers License

Bondable

Working Conditions

- Physical presence at the Band office from Monday to Friday during regular office hours
- Interaction with employees, membership, and the public
- Travel as and when required
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.
- Able to attend community meetings and conduct presentations using various media.

This will be a full-time employment position based out of the Kanaka Bar's Band Office. Compensation will consider both the qualification and experience of the applicant and will range between \$25 to \$30 per hour. Canada labor Code provisions will govern where applicable.

All qualified and interested applicants should submit cover letter and a resume to ceoblue@kanakabarband.ca by 4pm on **February 19, 2021**. We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date could be as early as beginning of March but depends entirely on finding the right candidate.