



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Organization)

### **JOB POSTING**

**Tk'emlúps te Secwépemc** (TteS) is a fast-growing vibrant organization committed to the development and progress of its Organization Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION/TITLE:** **CHIEF FINANCIAL OFFICER**

**JOB REFERENCE#:** **2020-022**

**DEPARTMENT:** **Executive**

**SUPERVISOR:** **Chief and Council**

**SUPERVISES:** **FINANCE DEPARTMENT**

**TERMS:** **FULL TIME**

**Liases with:** Financial Institutions Tk'emlúps te Secwépemc (TteS) deals with and the TteS Auditor  
TteS Managers and Clients  
Chief and Council and members of TteS  
Suppliers and Contractors  
Aboriginal Affairs & Northern Development Canada  
TteS Corporate Entities, Trusts, and Limited Partnerships.

#### **Job Summary**

The Chief Financial Officer is the senior finance position of Tk'emlúps te Secwépemc (TteS) and is responsible for all financial activities of the organization. The incumbent works independently reporting directly to the elected Chief and Council. This position is responsible for the organizations finance department and is a member of the Executive Management team. Additionally, this position acts as a liaison and representative of TteS with various Crown ministries, agents, stakeholders, advisors and consultants in relation to the interests of the TteS. The Chief Financial Officer interacts with a wide variety of Organization employees as well as internal and external representatives within various levels of Tk'emlúps government and non-Organization representatives including.

- Chief and Council and Tk'emlúps Membership
- Organization committees and working groups
- Other First Nation communities
- Other stakeholders and special interest groups.

#### **Key Duties and Responsibilities**

**The key management functions of the CFO include:**

##### **1) Financial Systems Management**

- a) Develop and supervise a system of financial controls for the Organization using financial authorities and financial control tools, maximizing the use of technology and sound financial practice.
- b) Establish and monitor all financial services, such as audit services, contracted on behalf of the Organization to ensure cost-effectiveness.

- c) Establish procedures for the safekeeping and security of all accounting records and other documents or papers related to the financial operation of the Organization.
- d) Oversee the finance department.
- e) Supervise the cash management program to obtain maximum financial benefit to the Organization.
- f) Participate in departmental, inter-departmental financial planning meetings and discussions to facilitate and expedite program operations, solve problems and communicate with other staff members.

**2) General Accounting**

- a) Prepare appropriate budget documents as directed by Chief and Council for allocation and commitment of the funds necessary to maintain program delivery and Organization operations.
- b) Perform an annual review of the group benefit insurance plan and all other employee benefit programs and make recommendations.
- c) Perform an annual review of all other insurance programs of the Organization and make recommendations.
- d) Review and approve preparation of year-end financial statements.
- e) Review and approve monthly internal financial statements.

**3) Report Preparation and Presentation**

- a) Oversee the production of proposals, projections, and bids to ensure the formats are acceptable to the funding agency, and consistent with good professional presentation and accounting principles.
- b) Preview monthly and annual financial statements for review by Chief and Council.
- c) Oversee reporting to regulatory bodies in order to maintain support and funding.
- d) Prepare and present written and oral reports (including confidential reports) for Chief and Council and members of the Organization to inform them of the financial status of the Organization.
- e) Prepare written and oral reports (including confidential reports) for Chief and Council, as requested, to support the programs and other operations of the Organization.

**4) Management of the Finance Department**

- a) Ensure appropriate control systems are in place to maximize efficiency and effectiveness of the Finance Department including internal control mechanisms.

**5) General Management Functions**

- a) Contribute to the development of policy review and implementation. Assume responsibility for advising on financial policy and practice.
- b) Develop and direct projects, programs, and systems.
- c) Make actionable recommendations on both strategy and operations.
- d) Manage financial risk, particularly of insurance and liability risks

**6) Public Relations**

- a) Liaise with external financial representatives such as funders, bankers, auditors, and suppliers for the purposes of providing appropriate information and securing services as required.
- b) Liaise with other external agencies, as required, to promote the Organization in an appropriate manner.

**7) Responsibility to Teams within the Tk'emlúps Indian Organization**

- a) Participate in Operational, Administration and Management Team meetings and contribute to the achievement of the goals of the team and Organization.
- b) Seek and provide feedback on individual and team performance and resolve conflicts and problems.
- c) Contribute to and implement decisions.
- d) Participate in discussions regarding the development of services and programs within the Organization.
- e) Participate on committees as required.
- f) Communication of financial information as requested from other departments.
- g) Oversee Budget preparation involving the Financial Controller, Senior Managers, Department Heads, and review with Portfolio Councillors.
- h) Responsible for development and implementation of finance policies and procedures, wage grid development.
- i) Responsible for monthly department report to Chief and Council.
- j) Responsible for asset management and meeting government reporting requirements.

**Additional Information**

- Required to comply with all Tk'emlúps Organizational policies and procedures and to conduct self in accordance with these procedures.
- Prepares financial information for the annual report.

### **Professional Certification, Education and Experience**

- Professional accounting designation **is required for this role** (CPA, CGA, CMA)
- A minimum 5 years of management accounting experience at a senior level, preferably within a First Nations organization with for-profit entities.
- Experience with computerized accounting and computer applications, e.g. ACCPAC, Excel, Word, Outlook and Internet.

### **Skills and Abilities**

- Knowledge of federal/provincial laws and regulations, including those pertaining to the Organization.
- Knowledge of management, personnel and administration practices.
- Knowledge of change management.
- Skill in verbal and written communication including report writing and presentation.
- Able to read, interpret and comply with laws, regulations and other legal documents.
- Able to lead and motivate staff to maximize their performance and contribution; lead by example.
- Achieve desired organizational results by encouraging and supporting the contributions of others.
- High level of integrity, confidentiality, and accountability.
- Able to seek alternatives and solutions for problems and inter-personal conflict.
- Commitment to and respect for the spirit and intent behind the rules and core values of the organization.
- Observes professional ethics.

**HOURS OF WORK:** Normal day shift – based on a 35 hour work week, (70 hours, Bi-weekly), occasional extra hours will be required depending on reporting and auditing timelines.

**PAY GRADE:** As Per TteS Salary and Wage Grid, the TteS has a competitive pay range.

### **How to apply:**

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for the Job posting is April 30, 2020 to be received no later than 2:00 p.m.**

**Submit Job Application Form, cover letter, resume, and references  
online: [tkemlups.ca](http://tkemlups.ca), or by email: [resume@kib.ca](mailto:resume@kib.ca), or by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online [Job Application Form](#), which can be found on the [tkemlups.ca](http://tkemlups.ca) website**

**Any late submissions or submissions without the [Job Application Form](#)  
WILL NOT be considered.**