



Shuswap Nation Tribal Council

Director of Finance

The Shuswap Nation Tribal Council, also known as the SNTC, formed in 1980 as an effort of the Secwépemc chiefs to advance the issues of aboriginal rights. We are looking for a Finance Director to carry out financial support to the Shuswap Nation Tribal Council in a friendly, courteous, and helpful manner.

The Position:

The SNTC is looking for a dynamic individual for the position of Finance Director. The Director of Finance is responsible for the management, reporting, and administration of the financial affairs of the Tribal Council, managing the day-to-day accounting, and assisting in the development and administration of financial and accounting and other applicable policies. This position offers great benefits and is permanent full-time, 35 hours per week. The full job description can be available upon request.

Relevant Knowledge and Abilities

- Preference given to a member of the Secwépemc Nation with required qualifications
- Bondable and criminal records check
- Lifestyle consistent with the importance and responsibilities of the position
- Excellent analytical and problem-solving skills
- Strong organizational and planning skills
- Exceptional report writing and proposal development skills
- Excellent oral, and written communication skills
- Strong leadership, mentoring and interpersonal skills
- A dedicated team player
- High level of integrity and professionalism

Education and Qualifications:

- Certified Professional Accountant designation (CPA)
- Prefer also Certified Aboriginal Financial Manager designation (CAFM)
- Minimum five years' post-qualification experience with at least three years at a senior management level
- Minimum three years' work experience in a non-profit organization
- Prefer experience with First Nations organizations
- Experience in all related areas of accounting (A/P, A/R, payroll, financial management, budgeting, financial reporting)
- Knowledge and practice of GAAP, fund accounting, and effective procedures for financial planning, control, and accountability
- Prefer experience with Adagio or ACCPAC accounting software

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwépemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **FINANCE** in the email subject line, by email to om@shuswapnation.org. The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.