



## **Little Shuswap Lake Band Job Posting**

**Sector:** Administration  
**Department:** Finance  
**Position:** Financial Analyst

### **The Organization:**

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsin, the traditional language. LSLB has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of LSLB is unique and forward-looking, divided into 4 distinct sectors: Administration, which covers programs and services for Band members; Wellness, which is responsible for the overall health and wellness of the community; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

### **The Opportunity - A Day in the life of the Financial Analyst:**

Reporting to and under the direction of the Finance Manager, the Financial Analyst provides assistance with the planning, organizing, directing, and evaluating of Little Shuswap Lake Band's financial and accounting functions. Assists with the financial analysis and preparation of financial reports ensuring in compliance with standards, procedures, policies and all applicable regulations. This position supports and provides guidance to Finance staff.

### **Requirements - What you bring to the organization:**

- Accounting designation and/or combination of education and relevant job experience equivalent.
- Understanding of federal and provincial laws and regulations including those pertaining to First Nations.
- Demonstrated leadership skills and experience with ability to develop team and team capabilities.
- Strong communication and interpersonal skills with the ability to build and maintain strong cross-functioning relationships and liaise with diverse stakeholder groups.



- Experience in full cycle accounting.
- Excellent organizational skills with the ability to manage priorities and meet deadlines.
- A commitment to providing customer service by providing advice and support to management on strategic matters.
- Ability to provide and maintain a clear Criminal Record Check
- Full vaccination against COVID-19 is mandatory for this position and operation (the LSLB will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to human rights protected ground)

**Specific Duties and Responsibilities:**

- Will work with others to ensure that an adequate bookkeeping system is maintained on an accrual basis for LSLB and all of its entities.
- Relief coordination and supervision of workload and finance personnel.
- Able to work with Auditors on annual audit.
- Assist with implementation and administration of the financial policies and procedures.
- Able to complete full accounting cycle including maintaining accurate books and records as well as bank reconciliations, ledgers and subledgers reconciliation.
- Establish work schedules and procedures: coordinate activities with other departments.
- Track the Band's financial status and performance to identify areas for potential improvement.
- Assist in the development and support of LSLB's strategic planning.
- Resolve work product problems and provide progress reports.
- May perform the same duties as clerical staff supervising.
- Performs other related duties and responsibilities as assigned.

**What we will provide:**

- Full-time, permanent role with benefits
- Growth opportunities
- Competitive compensation package

**Application Deadline:**

Open until filled

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:



**Email:** [hr@lslb.ca](mailto:hr@lslb.ca)  
**Fax:** 250-679-3220  
**In Person:** Little Shuswap Lake Band Office  
1886 Little Shuswap Lake Road  
Chase, BC  
VOE 1M2

*NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*