



<b>Position</b>	<b>Chief Financial Officer (CFO)</b>
<b>Department</b>	<b>Finance</b>
<b>Supervisor</b>	Chief Administrative Officer (CAO) & Clan Directors Council (CDC)
<b>Wage / Salary Range</b>	\$ 120,000 - \$ 135,000 dependent on education and experience
<b>Status</b>	Permanent Full-Time (72 hour pay period)
<b>Location</b>	Taku River Tlingit First Nation (TRTFN), Atlin, BC
<b>Date created</b>	May 21, 2024
<b>Date edited</b>	
<b>Date posted</b>	
<b>Closing Date</b>	

### **ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)**

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia, a small community of approximately 470 people. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

### **POSITION SUMMARY**

Reporting directly to the CDC and the CAO, the CFO is responsible for providing the leadership, direction, and support for the overall management, recording, and reporting of the financial affairs of TRTFN. The CFO manages the day-to-day accounting affairs including the supervision, valuation, and development of Finance Department staff. As a member of the senior management team, the CFO will be an advisor to the department managers, evaluating and assisting them with their financial plans. The CFO will demonstrate leadership in asset management, budgeting, financial recording and reporting, and financial analysis. The CFO will be responsible for overseeing all fiscal responsibilities for TRTFN, in conjunction with the Finance Team, over whom direction and supervision is a responsibility.

### **WORK THAT MATTERS**

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

### **DUTIES AND RESPONSIBILITIES**

- Conduct accounting functions: prepare periodic financial and operating reports in accordance with Canadian Generally Accepted Accounting Principles (GAAP) for CDC and CAO and present them on a timely basis.

- Determine and implement programs (software, procedural, equipment, planning, etc.) required to ensure capacity for accurate cost accounting. Develop, maintain, and strive to improve all systems, procedures, reports, and forms related to fiscal management.
- Correlate departmental budgets and prepare total budget (for all revenue & expenditures for all funds) and along with CAO present to CDC annually. Prepare and submit budget estimates for functions for which responsible and administer in accordance with budget. Research upon request from CDC worksheet (analysis) comparisons of current proposed budget with yearend actual costs and budgets from other years.
- Prepare 5-year Capital Budget along with CAO and Manager of Capital Infrastructure, Housing, and Public Works and Management Team.
- Ensure the interpretation of management practice in reflection of the TRTFN Constitution and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Prepare periodic financial and statistical returns and reports to CDC, governments, agencies, and funders.
- Direct or conduct internal audits and checks as needed.
- Assist and co-operate with TRTFN and other auditors, funding, regulatory, etc.
- Safeguard financial assets of TRTFN in conjunction with the CAO and maintain care and custody of funds, accounting records and documents. Ensure bank accounts are monitored so the operating account only includes funds meant to be dispersed in accordance with operational contributions and receivables and that special or restricted funds that may be long term, meant for specific investments, are restricted until they can be designated for the uses approved by the CDC and CAO.
- Ensure appropriate insurance and other protections are in place and are maintained appropriately to protect TRTFN and all its assets.
- Assessing and managing financial reporting and identifying any risk to the CAO.
- Developing and recommending procedures for identifying and mitigating financial reporting risks and fraud risks and ensuring approved procedures are followed.
- Assist the CAO in planning and administering the financial affairs of TRTFN according to TRTFN laws and policy.
- Make recommendations concerning investments and use of available funds.
- Arrange temporary borrowing under policies and limitations established by CDC.
- Advise and assist CDC, CAO, Managers, other members of staff, in preparation of all budgets; prepare budget in form for presentation and approval; periodically review and report on budget compliance and discrepancies to CAO.
- Analyze trial balance accounts (assets and liabilities) for all funds at year end (January and February).
- Prepare necessary adjusting journal entries at year end.
- Prepare audit working papers required by auditors (February).
- Approving and completing an independent review of monthly bank reconciliations for each financial institution account.
- Ensuring that a reconciliation is performed each month for every financial institution account.
- Responsible in coordination with CDC, Managers, and staff for maximizing and collecting federal, provincial, territorial, Non-Governmental Organizations (NGO), and other grants and funding of all types available for First Nation, public, and Indigenous Governments.

- Ensuring Goods and Services Tax (GST) Reports are done annually, and any other agency required statistical reports or funding reports are tracked, monitored, and submitted on a timely basis. Ensures all fees for TRTFN services and assets are collected and recorded and any bill backs are done on a timely manner.
- Provides to the TRFN Finance and Audit Committee (as constituted) reports including:
  - 1) setting out all payments made for loan guarantees and indemnities
  - 2) all loans, loans forgiven, and payments received,
  - 3) any irregularities in the reconciliation process,
  - 4) lending allowances and write-offs (if any) and ensuring they are accurately recorded and disclosed in the financial statements,
  - 5) quarterly reporting, or more frequently, if necessary, on the status of the capital asset reserve fund, and other reporting to ensure excellence in financial management.
- Developing, documenting, and maintaining policies and procedures relating to the procurement process for goods, services, and assets.
- Approving and signing all lending, guarantees and indemnities within amounts specified in the Delegation and Authorization Table.
- Responsible for the accurate and timely reporting of capital assets in the financial statements in accordance with Canadian GAAP.
- On an annual basis, prepare the financial information related to maintenance and or replacement of capital assets in accordance with Financial Administration Law.
- Developing and recommending procedures for the safeguarding of assets and ensuring approved procedures are followed.
- Developing budgets including for capital project plans and annual capital plans, and variance reports.
- Developing and recommending procedures for identifying and mitigating risks, including financial reporting and fraud risks for the annual risk management plan.
- Communicate informatively with the TRTFN citizens and intergovernmental and public partners in an effective and courteous manner and explain and interpret laws, policies, and procedures related to functions.
- Maintain good working relations with representatives of government ministries, departments and agencies, CDC, staff, Elders, citizens; and ensure that all inquiries and complaints are managed quickly and courteously.
- Recruit, train, supervise, and evaluate department staff.

**Provide oversight on all general accounting functions as follows:**

- **Accounts Payable:**
  - Oversee the posting of accounts payable invoices for payments and preparation of A/P reports and cheques.
  - Ensure documentation and General Ledger (G/L) codes correct.
  - Ensure purchase order system working and internal controls in place.
- **Accounts Receivable:**
  - Authorize purchases Review aged A/R trial balance regularly.
  - Prepare annual memos of bad debts for CDC.
  - Balance A/R and G/L accounts with A/R sub ledger regularly.
- **General Ledger:**

- Review detailed G/L report monthly for posting error, items over budget, etc.
- Prepare adjusting journal entries as required.
- **Payroll and Benefits:**
  - Ensure the payroll processing system provides timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
  - Requires that there be accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
  - Ensures accurate records and reports of payroll transactions are kept for each payroll period reconciled and optimized for ease in analysis for audit.
  - Requires compliance with federal, provincial laws (labor, human rights, workplace safety, etc.) and additional funder requirements when conditional to funding, and that wage, and hour laws reflect best practice.
  - Research competitive benefit and pension packages and ensures payments and reporting are done as required.
- **Other:**
  - Prepare quarterly Finance report to CDC and CAO including budget analysis comparing current budget to actual.
  - Prepare budget amendments as necessary.
  - Attend CDC meetings (regular and in-camera) when necessary.
  - Perform such other duties and responsibilities as may be assigned from time to time.

#### **EDUCATION**

- Chartered Professional Accountant (CPA) (Canadian designation)
- Master of Business Administration (MBA) in Finance/Accounting or relevant degree from a Canadian University

#### **EXPERIENCE**

- Minimum 3-4 years accounting and financial experience with a reputed Canadian Organization at a senior/ strategic level.
- Minimum 3 years of experience with SAGE 50, SAP, or another recognized accounting software.
- Experience working with First Nations is preferred but not required.
- Experience in strategic planning and execution.

#### **SKILLS**

- Thorough knowledge of effective management techniques and labor relations practices related to the supervision of employees including selection, training, coaching, mentoring, and evaluation.
- Strong oral and written communications skills.
- Ability to understand, interpret and develop complex oral and written instructions.
- Knowledge of contracting, negotiating, and change management.
- Ability to analyze financial data and prepare financial reports and statements.
- Ability to motivate staff to produce quality materials within tight timeframes.
- Ability to participate in and facilitate group meetings.
- Advanced proficiency with spreadsheet programs and applications.
- Effective diligence and a high degree of accuracy.

### **POSITIONS SUPERVISED**

- Finance Controller
- Accounts Payable Administrator
- Accounts Receivable Administrator
- Payroll and Benefits Administrator
- Finance Clerk

**TRAINING REQUIRED** - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)

### **COMPETANCIES**

1. Elevated level of integrity, confidentiality, and accountability.
2. Strong work ethic and positive team attitude.
3. Sound analytical thinking, planning, prioritization, and execution skills.
4. Ability to respond appropriately in pressure situations with a calm and steady demeanor.
5. Well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills. Able to effectively communicate both verbally and in writing.

### **CONDITIONS OF EMPLOYMENT**

- Class 5 driver's license
- Criminal Record Check
- References
- Credit Check

### **WORKING CONDITIONS: SOME POSSIBILITIES**

- Travel to Whitehorse periodically to complete banking activities.

### **BENEFITS**

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as a Registered Retirement Savings Plan (RRSP) matching plan.
- Housing relocation assistance may be available.

### **APPLICATION PROCESS**

To submit a resume or obtain further information contact: Email: [careers@gov.trtfn.com](mailto:careers@gov.trtfn.com)  
titled: Chief Financial Officer – Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.