



Position	Chief Financial Officer (CFO)
Supervisor	Chief Administrative Officer (CAO)
Wage / Salary Range	\$120,000 - \$135,000 per year
Status	Permanent, Full-time
Location	Taku River Tlingit First Nation (TRTFN) Atlin, BC
Date posted	June 28, 2024
Closing Date	Until Filled

POSITION SUMMARY

Reporting directly to the Clan Directors Council (CDC) and the Chief Administrative Officer (CAO), the Chief Financial Officer (CFO) is responsible for providing the leadership, direction, and support for the overall management, recording, and reporting of the financial affairs of the Taku River Tlingit First Nation (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

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the community of a Atlin, British Columbia. 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.

LIVING IN ATLIN

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for “big body of water”), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

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 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 Principal Administrative Officer of Capital Infrastructure, Housing, and Public Works and Management Team.
- Ensure the interpretation of management practice in reflection of the TRTFN Constitution and 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, NGO, and other grants and funding of all types available for First Nation, public, and Indigenous Governments.
- Ensuring 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 correct and GL 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 AR sub ledger regularly.

General Ledger:

- Review detailed GL 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 , SKILLS AND EXPERIENCE

- Chartered Professional Accountant (CPA) (Canadian designation)
- MBA in Finance/Accounting OR relevant degree from a recognized Canadian University
- 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 Indigenous Government
- Experience in strategic planning and execution
- Thorough knowledge of effective management techniques and labour relations practices related to the supervision of employees including selection, training, coaching, mentoring, and evaluation
- Knowledge of contracting, negotiating, and change management
- Strong oral and written communications skills
- Ability to understand, interpret and develop complex oral and written instructions
- 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
- Ability to respond appropriately in pressure situations with a calm and steady demeanor
- Advanced proficiency with spreadsheet programs and applications
- Effective diligence and a high degree of accuracy
- Elevated level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills. Able to effectively communicate both verbally and in writing
- Proficient in the use of MS Office (Word, Excel, Power Point, Teams, Outlook)

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)
- Standard First Aid

COMPETENCIES

- 1) **Leadership** – Promotes organizational mission and goals and shows the way to achieve them. Sets clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization.
- 2) **Communicator** – Listens to others and communicates in an effective manner. Ensures that others involved in a project are kept informed of developments and plans.
- 3) **Fiscal Accountability** – Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions. Monitors budget usage and ensures critical costs are covered.
- 4) **Planning and Organizing** – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve those objectives. Creates realistic schedules for project and follows them. Evaluates progress against schedule and goal objective.
- 5) **Teamwork** – Promotes cooperation and commitment within a team to achieve goals and deliverables. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license and Clean driver's abstract
- Criminal Record Check
- References

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an 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
- Preference given to Taku River Tlingit First Nation Citizens.
- We thank all those who apply but only those who are being considered will be contacted.