



Job Description

Position	Financial Controller
Department	Administration
Supervisor	Chief Administrative Officer/Senior accountant
Wage / Salary Range	\$75K to \$85K (depending on candidate knowledge and experience)
Status	Full time position (72 hours pay period)
Location	Taku River Tlingit First Nation, Atlin, BC.
Date created	May 21, 2025
Date edited	May 21, 2025
Date posted	August 19, 2025
Closing Date	

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO) administratively and the Finance Officer CPA for accounting direction, the Financial Controller will play an important senior role within Taku River Tlingit First Nation's (TRTFN) finance division. This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from a multidisciplinary team and various other professionals and agencies. The Financial Controller is responsible to ensure that the accounting operations of the government run smoothly.

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, located in the northwest portion of the Province of BC, in the Stikine region. 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, satellite, fibre optic and cell service. 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, cultural, and entertainment events.

WORK THAT MATTERS

You are passionate about responsible mining with a strong emphasis on environmental conservation. 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

This position requires a range of skills: organizational, planning, coordination, advanced accounting knowledge, computer literacy. High standards of ethics and confidentiality to handle sensitive information are vital for this role.

- Training and support of Finance staff, succession planning.
- Ensures policies and financial controls are effectively developed, implemented, and monitored.
- Employs best practice accounting techniques, general ledger, and bank reconciliation.
- Tracks account payables, accounts receivables and payroll processes, as this role supervises the Accounts Payable Clerk and Payroll and Benefits Administrator and any additional staff that may be needed in the future and assists when required.
- Coordinate under the accounting supervision of the Finance Officer, CPA all financial operations.
- Liaises with Senior Accountant/Auditors and other key players such as the Corporations where applicable in preparation of financial reports and statements.
- Reconciles monthly general ledgers, invoice, and credit card statements.
- Ensures the Departments prepare their annual budget, monitor cash flow, and predict future cash flow needs; Identify and resolve invoicing issues, accounting discrepancies and other financial related issues. Supports managers and staff to ensure compliance with various funding agreements, budgeting, variance planning, and reporting on schedule.
- Assists in setting and managing the overall government budget.
- Acting as key contact in alignment with the Finance Officer with funding agencies, financial institutions, auditors, vendors, and clients.
- Streamline processes and procedures for improving operational efficiency of finance reporting and budgeting systems.
- Monitors account details for non-payments, delayed payments, and other irregularities.
- Provides ongoing support to clients, advisors, vendors, maintaining communication and maintenance of these relationships.
- Maintain all financial records and files as per TRTFN policies.
- Assist with ongoing administration of any projects as required.
- Contributes cooperatively to TRTFN leadership team to achieve position and goals.
- Creates a tracking system for all contributions agreements and receivables and prepares financial reports. Creates tracking list and informs managers about reporting due dates.
- Implementing, monitoring, and overseeing standardized accounting and related software within financial operations. Provides recommendation for modernizing the accounting system and linking it to other government software applications.
- Must be willing to be a member and participate in audit and finance committee meetings.
- Hire and Supervise staff in coordination with the Administration Department Human Resources.
- Other duties as directed and required by the CAO.

EDUCATION

- Completed Canadian CPA/CA/CMA/CGA/CFA/CAFM certification or consideration to at least two years of Canadian university/college accredited finance course work with transcripts that was completed within the last ten years, and at least 3 years of proven work experience (Required) in a job-related finance/accounting setting.

EXPERIENCE

- 5 years of progressive accounting/finance experience with, at least 3 of those years in a Supervisory role.
- Two years of directly related experience supporting senior level finance professionals.
- Experience working in SAGE, SAP, or another major accounting software (Required).
- Knowledge of Indigenous financial management, knowledge of federal/provincial funding/reporting, grants and contributions.
- Knowledge of Indigenous Nations culture and traditions, and of systemic issues faced by Indigenous Nations people, and of the political and administrative structures of Indi Nations.
- Experience in Indigenous Nations and/or public sector is preferred.

SKILLS

- Lead, direct and manage programs and policy development and delivery.
- Lead, guide, motivate, and manage a team.
- Excellent interpersonal, communication and presentation skills
- The capability to foster and maintain strong relationships both internally and externally.
- Intermediate proficiency in MS Office Suite (MS Teams, MS Word, MS Excel, MS PowerPoint, MS Outlook, MS OneNote, and MS OneDrive)
- Superior proficiency in Intermediate proficiency in MS Excel

POSITIONS SUPERVISED

All positions within the Education Department. Some of them include:

- Accounts Payable Officer
- Accounts Receivable Officer

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

Competency Category	Key Behaviours & Indicators
1. Financial Expertise & Technical Skills	<ul style="list-style-type: none">- Applies advanced knowledge of GAAP/PSAS/GASB and fund accounting- Ensures accurate, timely budgets, forecasts, and reports- Maintains strong internal controls and audit readiness
2. Leadership & Supervisory Competence	<ul style="list-style-type: none">- Provides guidance and mentorship to finance staff- Delegates effectively and holds team accountable- Builds capacity by training Indigenous employees in finance
3. Governance & Compliance	<ul style="list-style-type: none">- Ensures compliance with federal/provincial funding requirements- Monitors risks and implements safeguards for community funds
4. Communication & Relationship Building	<ul style="list-style-type: none">- Communicates financial information in accessible terms- Builds trust through respectful, transparent communication- Negotiates and collaborates with funding partners, auditors, and other Nations
5. Strategic & Analytical Thinking	<ul style="list-style-type: none">- Aligns financial decisions with long-term Nation priorities- Anticipates financial risks and proposes solutions- Evaluates investments and enterprise opportunities
6. Cultural & Community Awareness	<ul style="list-style-type: none">- Respects Indigenous laws, traditions, and governance processes- Demonstrates cultural sensitivity in decision-making- Supports community capacity-building and self-determination

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- RCMP Criminal Record Check (with Vulnerable Sectors Screening)
- References

WORKING CONDITIONS:

- Indoors and outdoors in all weather
- Travel is required between office and field and for training, conferences etc.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing and/or relocation assistance may be available.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Financial Controller – 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.