



JOB DESCRIPTION (CFO)

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| Position | Chief Financial Officer (CFO) |
| Department | Administration |
| Reports to: | Chief Administration Officer (CAO) |
| Accountable to: | CAO, Spokesperson, and Clan Director Council (CDC) |
| Status | Permanent, Full-time |
| Location | Atlin, BC - Administration Building |
| Date Created | XX |
| Date Last Revised | October 26th, 2025 |
| Approved By: | CAO, Human Resource Manager |

POSITION SUMMARY

Reporting directly to the CAO, the CFO is responsible for providing strategic leadership and direction for the overall management, recording, and reporting of Taku River Tlingit First Nation's (TRTFN) financial affairs. The CFO oversees the day-to-day accounting affairs, including managing, valuing, and developing the Finance Department staff. As a member of the senior management team, the CFO will serve as an advisor to 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 the CFO has direction and supervision.

DUTIES AND RESPONSIBILITIES

1. Financial Reporting and Compliance

- Prepare timely financial and operating reports in accordance with PSAS (Public Sector Accounting Standards) for the CAO and provide reports to the CDC when requested.
- Prepare annual audit working papers and adjusting journal entries; coordinate with auditors, funders, and the CEO/CFOs of TRTFNs, Economic Development entities, and regulators.
- Complete required financial and statistical returns to governments, agencies, funders, and CDC.
- Provide quarterly and annual reports to the Finance and Audit Committee, including disclosures on loans, guarantees, reconciliations, asset reserves, and any irregularities.
- Ensure compliance with TRTFN Constitution, UNDRIP, applicable laws, and funding conditions.

2. Budgeting and Planning

- Consolidate departmental budgets into an annual organizational budget; assist the CAO, Managers, and CDC in preparation and review.
- Prepare multi-year capital budget plans in collaboration with the CAO and members of the Management Team.
- Mentor Managers and staff on accounting software and guide each departmental Manager in best practices for preparing budgets, managing day-to-day departmental transactions, and ensuring accurate reporting.
- Prepare variance reports and comparative analyses.
- Present annual budgets to the Finance and Audit Committee and the Clan Directors Council.
- Work with the First Nations Financial Management Board and funders to ensure that, where applicable, block and multi-year funding is maintained and all required reporting remains up to date.
- Evaluate and update accounting, payroll, and banking systems and software to ensure modern, efficient financial management.
- Make recommendations on investments, borrowing, and fund use within approved policies.



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3. Risk Management and Internal Controls

- Safeguard financial assets and ensure restricted funds are appropriately segregated and managed.
- Develop, recommend, and enforce internal controls to mitigate financial reporting and fraud risks.
- Direct or conduct internal audits and reviews as required.
- Ensure appropriate insurance coverage and protections are in place.
- Prepare and implement an annual financial risk management plan.
- Plan and coordinate annual capital asset count and reconciliation.

4. General Accounting Oversight

- Approve and review monthly reconciliations for all accounts, bank or other.
- Oversee accounts payable and accounts receivable; review and action on a routine basis.
- Review the general ledger for posting errors and variances.
- Ensure accurate and timely processing of payroll and benefits in compliance with applicable policies and legislation.
- Monitor and manage capital asset reporting in accordance with GAAP and Financial Administration Law.
- Ensure GST and other required tax and statistical reports are prepared and submitted on time.

5. Funding and Revenue Management

- Maximize and collect available federal, provincial, territorial, NGO, and other funding sources.
- Ensure service fees, asset revenues, and bill backs are collected and recorded promptly.
- Ensure procurement policies and procedures are followed at all times.
- Approve lending, guarantees, and indemnities within delegated authority limits.

6. Leadership and Communication

- Provide advice and assistance to the CAO, Managers, CDC, and staff on financial matters.
- Maintain strong working relationships with governments, agencies, Elders, and TRTFN citizens.
- Communicate laws, policies, and financial information clearly and respectfully to citizens and partners.
- Hire, train, manage, develop, and evaluate Finance Department staff.
- Continuous improvement mindset when routinely reviewing internal processes.
- Contributing member of the Finance and Audit Committee.
- Liaise with banking/lending institutions.
- Provide ongoing training and guidance on Financial Systems to relevant people within the Nation.

EDUCATION

- Chartered Professional Accountant (CPA) designation (Canadian) is required.
- Master of Business Administration (MBA) in Finance/Accounting or a relevant degree from an accredited University recognized by the Association to Advance Collegiate Schools of Business (AACSB) is preferred.

EXPERIENCE & KNOWLEDGE

- Minimum 3–4 years of senior/strategic-level accounting and financial experience with a recognized Canadian organization.
- Minimum 3 years of experience with Sage 50, QuickBooks, or other recognized business accounting software.
- Experience in strategic planning and execution.
- Experience working with First Nation governments or organizations preferred.
- Knowledge of contracting, negotiating, and change management.
- Strong understanding of financial analysis, reporting, and preparation of statements.



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- Experience with Sage APA/Beanworks and Power BI is highly beneficial.

COMPETENCIES

1. High integrity, confidentiality, accountability, and a strong work ethic with a positive team attitude.
2. Strong analytical, planning, prioritization, and execution skills with diligence and accuracy.
3. Ability to remain calm, professional, and solutions-focused under pressure.
4. Well-developed diplomacy, negotiation, conflict resolution, and people management skills.
5. Strong verbal and written communication skills, with the ability to interpret complex information and facilitate group processes.
6. Proven leadership skills in supervising staff, including selection, training, coaching, mentoring, and evaluation.

POSITIONS SUPERVISED

- Finance Controller

TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention

CONDITIONS OF EMPLOYMENT

The incumbent must:

- Be a member in good standing with a Canadian provincial/territorial CPA body.
- Adhere to the CPA Code of Professional Conduct and all applicable laws and regulations.
- Complete a satisfactory Criminal Record Check with Vulnerable Sector Check upon hire and at regular intervals as required by TRTFN.
- Complete a satisfactory Credit Check upon hire and at regular intervals as required by TRTFN.
- Hold a valid Class 5 driver's license.
- Comply with confidentiality and conflict of interest agreements.
- Comply with all workplace policies, including occupational health and safety, harassment, equity, and IT use.

WORKING CONDITIONS

- Predominantly office-based, involving extensive computer and desk work.
- Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with occasional additional hours as required.
- Periodic travel may be necessary.
- The role is subject to frequent interruptions, shifting priorities, and may require providing support to staff during workplace or personal crises with discretion and professionalism.
- Must be able to lift 5–10 kg (files, office materials).

Approved by: _____

Chief Administrative Officer

Date: October 30th, 2025