



## FINANCE ADMINISTRATOR

Kwadacha Natural Resources Limited Partnership (“KNR”) is seeking a strong leader with proven financial management skills and experience to lead its Finance Department as Finance Administrator.

We are seeking an individual who has proven planning, organizational and financial management skills to support successful performance. This financial role will appeal to a confident leader who has excellent interpersonal and communication skills along with a solid understanding of the value of collaboration and teamwork.

The successful candidate will be a key member of management and will provide direction, guidance, and support to manage KNR’s budgets, financial operations, and ensure implementation of sound financial processes and controls.

The ideal candidate is a motivated and strong team leader who possesses strong knowledge of financial management, budgeting, forecasting, analysis, controls, and reporting to provide KNR’s President and Board of Directors the tools and support required for critical decision-making.

### Position Summary

The Finance Administrator works closely with the President of KNR and is responsible for the overall financial control of KNR and its entities.

Under the President’s guidance, the Finance Administrator establishes the accounting principles, practices, and procedures for KNR, working closely with and supervising other Finance staff members to implement these into daily practice. The Finance Administrator is responsible for the day-to-day financial management of the company and its portfolio of companies. This includes conducting various full-cycle accounting functions, the production and analysis of financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk.

As a part of leadership, the Finance Administrator fosters and develops positive working relationships internally and externally while supervising staff and building their capacity.

### Duties and Responsibilities

#### Strategic and Operational Planning:

- Provide input into KNR’s strategic priorities and operational plan
- Recommend and implement changes as appropriate to improve internal controls and/or efficiencies
- Assist to develop and monitor key performance indicators and controls

**Financial Management and Analysis:**

- Responsible for all aspects of timely accounting operations such as but not limited to:
  - Maintenance of general ledger
  - Maintenance of accounts payable and receivable
  - Monthly bank and other account reconciliations
  - Payroll, revenue, disbursement and expenditure variance analysis
  - Capital assets reconciliation and reporting (e.g., depreciation, amortization, etc.)
  - Investments, loans, lease agreement provisions and other related matters
- Assist to develop and monitor the annual budget including forecasting revenues and expenses
- Prepare monthly, annual and audited financial statements and related government returns
- Establish and maintain proper accounting methods, policies, controls and procedures including routine evaluation of effectiveness and efficiency
- Set up and maintain appropriate record keeping systems to meet required standards of completeness and confidentiality
- Coordinate the year-end audit process including the review and/or preparation of working papers, schedules, analyses, and other required documentation
- Monitor and report any potential discrepancies or trending concerns to the President and Board of Directors
- Remain aware of and follow all required statutory, regulatory, best practice and policy requirements including reports per established schedule
- Provide advice and guidance to the President and Board of Directors on financial matters, systems and processes

**Program and Service Delivery:**

- Provide direction to manage the day-to-day operations of the Finance department including staff's working allocations and assignments per target deadlines
- Compile, analyze, and communicate financial reporting packages for management decision-making purposes
- Support the President in the completion of internal and external projects and initiatives

**Stakeholder Relations and Communication:**

- Provide direction to and support the Finance department staff to meet their obligations
- Provide supportive coaching and corrective action as necessary
- Assist in the resolution of issues as they may arise
- Manage financial banking and external professional relationships such as auditors
- Foster positive working relationships with management, staff, and other stakeholders
- Participate in the performance evaluation processes
- Plan for and support ongoing professional development to enhance staff competencies

## Qualifications

- Diploma or Degree in Finance, Accounting, Business, Economics, or a related discipline
- Completion of recognized accounting designation (CPA) or equivalent experience
- Minimum of 5 years of financial management experience with supervisory experience
- Good working knowledge of general accounting principles including strong understanding of credits, debits, posting and reconciliation
- Good interpersonal, teamwork and leadership and skills to lead and encourage staff
- Superior verbal and written communication skills
- Organizational and time management skills
- Demonstrated honesty, integrity, and ability to take initiative
- Strong critical thinking and analytical skills
- Ability to build mutual trust, respect, and cooperation among team members
- Computer literacy with knowledge of a variety of computer software applications including Microsoft Office Suite (Excel, Word, PowerPoint, Access), other accounting software, and ERP systems

## Conditions of Employment and Other Requirements

- Mandatory confidentiality is a condition of employment
- Valid Driver's License (Class 5 desirable)
- Ability to provide a current Criminal Record Check and Credit Check
- Adhere to all public health orders and KNR policies throughout their employment

## Employment Location

**Location:** Prince George, BC

Relocation to Prince George, BC or the surrounding area is required. The Finance Administrator will work in the KNR Office located in Prince George with some opportunity for a hybrid arrangement to be discussed.

A cover letter and resume outlining how you meet these qualifications is requested, c/o: MNP at [applyvia@mnt.ca](mailto:applyvia@mnt.ca).

**Applications are assessed as they are received therefore early application is recommended.**

**Closing Date: Until Filled**

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications and criminal record check will be required prior to employment.