



## Job Posting

Upper Nicola Band (UNB) is looking for a Chief Financial Officer who will be tasked with coordination of all financial management, control, reporting, and procurement functions for the Nation and will act as custodian of its' investments and assets. This role reports to the Band Administrator and will be responsible for leading a team of 5. You will have the responsibility to produce the UNB budget of approximately \$15M. In your role, you will play an active role in the optimization of departmental structure and assist in the enforcement of Nation policies and procedures. This is a great opportunity for an accounting professional who wants to help drive change and growth within the Upper Nicola Band as you will be a key contributor to a very supportive senior leadership team. **\*This position requires the incumbent to be in the office four (4) days per month.**

### Duties and Responsibilities

1. Manages the operations of the Financial Services including financial administration, utility billing, accounting, budgeting, internal audit, fixed asset tracking, procurement, payroll, and central cashiering.
2. Directs, coaches, and appraises departmental staff and coordinates their work.
3. Co-ordinates the annual external audit, completes the annual financial statement, and compiles information for the annual report.
4. Co-ordinates cash and debt management, including short-term borrowing and/or investing of funds.
5. Prepares and controls Financial Services' annual operating and capital budgets.
6. Develops policies and procedures for accomplishing approved objectives for the effective delivery of financial services.
7. Develops and implements a uniform process for preparing and compiling the operating and capital budgets for the Nation.
8. Acts as Band Administrator as assigned.

### Key Qualifications

- A professional Accounting Designation – CPA required in good standing and either have or willing to obtain CAFM-AFOA certification.
- Working knowledge of Xyntax an asset.
- A minimum of eight years' progressive experience with a minimum of 4 years at a supervisory management level.
- Proven interpersonal skills related to team building, liaison with stakeholders, and collaborative problem solving. Track record of leadership in proposing and influencing changes.
- Well-developed organizational and communications skills.

The compensation for this role will be determined based on the individual's level of experience and skillsets.

**To Apply:** Please Submit a resume and a cover letter to:

Upper Nicola Band,  
Attention: Human Resources Manager  
General Delivery, Douglas Lake, BC V0E 1S0 Email: [hr@uppernicola.com](mailto:hr@uppernicola.com)  
Competition open until filled.