



Controller

(Hope, BC)
\$90,000 – 110,000

On behalf of our client, Chawathil First Nation, located along the mountain setting in the Fraser Valley region near Hope B.C., we are searching for a Controller who will be a vital contributing member of the leadership team. Chawathil's natural resources in the territory have sustained the people and their way of life for centuries, and they thrive on a communal lifestyle that respects the wisdom of the Knowledge Holders and elders. The Chawathil are Sto:lo people, or "river people," who depend upon the river and land for their survival and livelihood. The Sto:lo share a common language known as Halq'emeylem (Hal-ko-me-lem), of the Coast Salish language family. The people moved throughout the territory, using the resources and land provided for fishing, hunting, and gathering, to maintain their livelihood. Today, the Chawathil people still use these resources for economic and traditional purposes.

Reporting directly to the Chief Administration Officer, the Controller will oversee a team of three, guiding them through daily accounting tasks with precision and efficiency. Integral to this role is the development, implementation, and monitoring of processes and internal controls, ensuring adherence to best practices and compliance with generally accepted accounting principles and the Financial Administration Law. The Controller will play a pivotal role in managing and delivering accurate and timely financial reporting, including financial statements, operating and capital budget monitoring, as well as monthly accounting and financial planning. The ideal candidate will be a collaborative leader with analytical skills who can demonstrate a deep understanding of accounting practices, and procedures while effectively communicating financial information.

RESPONSIBILITIES:

- Oversee all aspects of financial management, including budget development, forecasting, and financial reporting.
- Providing support and supervision to the accounting team.
- Ensure all financial administration systems, policies, directions, and internal controls are developed and documented to ensure accuracy and efficiency.
- Ensuring that all month-end financial accounting duties and all financial reporting are completed accurately and on time.
- Coordinating all activities with the finance department including accounts payable, accounts receivable, month-end, payroll, and reporting.
- Supervising all accounting including business transactions, processing accruals and adjustments, reconciling accounts and preparing monthly accounting statements.



- Develop and maintain strong working relationships with internal and external stakeholders, including funding agencies, government authorities, and auditors.
- Advise the CAO on a timely basis regarding the Nation's current and anticipated future financial status, assisting in the preparation of short and long-term financial plans.
- Coordinate with external financial entities on behalf of the Nation, negotiate bank financing and supervise all audits and internal control processes.
- Identify and assess financial risks and opportunities and develop strategies to mitigate risks and capitalize on opportunities.
- Contribute to the development and implementation of the organization's strategic plan, providing financial expertise and insight to support strategic goals and objectives.

SKILLS & QUALIFICATIONS:

- Bachelor's degree in finance, accounting, or a related field and a current professional accounting designation (CPA or CAFM).
- Minimum three years in a senior accounting role.
- Experience working in a First Nations or similar community-based organization preferred.
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships.
- Effective communication skills with individuals of all levels in the organization.
- Detailed oriented with the ability to analyze and reconcile accounts, as well as competency in the preparation of financial statements and analysis.
- Knowledge of Adagio or Sage is an asset.
- Satisfactory Criminal Record Check, References, & Credit Check.

If you are a motivated and experienced financial professional with a passion for making a positive impact, possessing a strong understanding of finance and accounting principles, coupled with a track record of success in financial management and strategic planning, we invite you to explore this opportunity further. As a key member of the team, you will have the opportunity to utilize your expertise to drive financial sustainability and prosperity within the community, contributing to the well-being and advancement of Chawathil First Nation.

We ask that individuals interested in exploring this opportunity send their resumes to kam.ketler@clearchoicehr.ca. We thank all interested applicants; however, only those selected to move forward will be contacted. We'd like to ask all applicants to apply through the official process managed by ClearChoice HR and to avoid speculative approaches. In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal Ancestry.