



CARRIER SEKANI
tribal council

Suite 200-1460 6th Ave.
Prince George, B.C.
V2L 3N2

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JOB POSTING

The CSTC is a Non-Profit Organization located in Prince George BC, and is seeking to fill the role of:

FINANCIAL COORDINATOR

Job Summary

Reporting to the General Manager and supporting the CSTC Board of Directors, the Financial Coordinator will be responsible for providing day-to-day financial administration in Payroll, AR and AP. This role will complete account reconciliations and financial reporting in accordance with legislation, policies and procedures, and generally all accepted accounting principles.

This role analyzes department budgets, ensures actions are in line with legal requirements, monitors cash flow and reports the appropriate financial matters to the General Manager, and/or the applicable areas of the CSTC including CSTC Membership.

This role represents the CSTC on various financial matters internally and externally, provide financial reports in written and oral form to the CSTC Board of Directors, General Manager and help lead the financial strategy for the CSTC.

Qualifications

For consideration of your application you must clearly demonstrate how you meet the education and experience as outlined below:

The position of Financial Coordinator requires the completion of Grade 12, a Diploma in Business Administration, or a Degree in Commerce/Finance from a recognized College/University. Preference may be given to applicants working towards their professional accounting designation (CPA, or Certified Aboriginal Finance Manager (CAFM). Experience working with First Nations, Government and Public sector (GPS) is preferred.

A minimum of 3 years of related experience. An equivalent combination of education and experience may be considered. Experience in managing all aspects of Payroll, AR, AP and GL reconciliation. Advanced computer skills are required. Knowledge of Public Sector Accounting Standards (PSAS).

Ability to promote a performance-focused environment in alignment with CSTC values, culture and strategic goals. Strategic Thinker with strong organizational, financial, and analytical skills.

A strong communicator, both verbally and in writing, you have excellent interpersonal skills, which will enable you to build positive relationships with all internal and external stakeholders.

Highly organized and task and detail-oriented, you demonstrate a high level of sensitivity and discretion along with the ability to maintain confidentiality with all records, materials and communications. Proactive and adept at problem solving, you will be ideally suited for this role if you

are self-motivated, highly organized, detail and task-oriented and capable of working both independently and as part of a team.

Conditions of Employment

Some travel, including overnight and or weekends.

Valid Driver's License

Willingness and ability to work overtime, including evenings and weekends.

Successful background check, including employment verification, reference checks, credit inquiries and education / credential verification.

Job and Duties include but will not limited to:

Accounting and Payroll. Process payroll in Criterion. Completes reconciliations and processed all A/R and A/P transactions using Sage Intacct.

Financial Administration and Reporting. Prepares and monitors budgets. Administers and monitor CSTC's financial system and maintain in an accurate and timely manner, in accordance with established accounting practice and CSTC's policies and procedures. Coordinates and assists outside agencies for auditing, certification, and fund compliance reporting.

Audit. Coordinates the preparation for the year-end audit(s) and support external auditor (s) in the collection and compilation of information required for the preparation of annual financial statements and reports. Other duties as related.

Please submit your covering letter and resume three references to:

Carrier Sekani Tribal Council
Attention: Lucy Martin, General Manager
Suite 200 1460 6th Ave, Prince George, BC V2L 3N2
Email: generalmanager@cstc.bc.ca

Closing date for this position is 4:00 pm on **November 25, 2022.**

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani are encouraged to apply.