



**Adams Lake Indian Band
Job Posting
Chief Finance Officer**

November 9, 2018

basis.

Adams Lake Indian Band is seeking a motivated individual with professional experience working with First Nations, to fill the position of Chief Finance Officer (CFO), on a full-time

Reporting to the Executive Director and Chief and Council, the CFO is responsible for providing leadership and direction regarding day to day management of financial affairs of the Band. The CFO will also be responsible to supervise junior finance employees as per Adams Lake Indian Band Employment Guidelines. The successful applicant must be willing to relocate and live in a nearby community to the Adams Lake Indian Band, close to Chase, BC.

The ideal candidate will be responsible for:

- Overseeing financial operations
- Manage and provide ongoing training to accounting personnel
- Conduct weekly and monthly financial assessments and generate financial reports to be submitted to the Executive Director and Chief and Council
- Establish budgets in accordance with requirements of Band programs and departments
- Allot funds for capital projects and work with Directors/Managers to ensure they stay on track financially in accordance with what was projected in the departmental operational plans
- Develop/oversee annual financial plans and projections for Adams Lake Indian Band
- Conduct analysis of financial risks and benefits on business initiatives
- Work with the Audit firm to provide the required information to complete the annual audit
- Ensure that the required financial reports are submitted to various funding agencies from both Federal and Provincial sources including reports to ISC
- Analyzing and maintaining adequate insurance for the Bands' assets
- The CFO will align all financial management in accordance with industry standards for a successful audit and with the Financial Administration Law (FAL) passed by the Adams Lake First Nation.

The successful candidate in addition to the above competencies must have the following required knowledge, skills, abilities and Certification:

- Certified Professional Accountant designation or well on the way to achieving it
- Experience working with First Nations communities for a minimum of two years
- Strong computer skills in MS Word, Excel and accounting software – Xyntax and Adagio

Interested applicants, please send a cover letter and a current resume including three professional references to:

Adams Lake Indian Band,
Attention: Vaughn Sunday, Executive Director
6453 Hillcrest Road,
P.O. Box 588
Chase, BC
V0E 1M0

Or electronically to: vsunday@alib.ca

Deadline for applications will be November 22nd, 2018 at 4:00 pm

Only the short-listed candidates will be contacted for an interview.

Preference will be given to member of Aboriginal Ancestry.