



JOB POSTING

Director of Finance and Administration

Adams Lake Indian Band is seeking a motivated and strategically minded professional to fill the Director of Finance and Administration position. Reporting to the Executive Director, the Director of Finance and Administration is responsible for providing leadership and direction on the management team, as well as, day-to-day management of finance, information technology, and administration functions for the organization. The position will build and sustain the capacity of the finance and administration departments and provide exemplary stewardship through the establishment, monitoring and improvement of accounting, finance, IT and administrative systems and procedures.

This is exciting time for Adams Lake Indian Band as we are growing and developing. This position will have the exciting opportunity to lead in the development of Financial Administration Law and the resulting policy and procedure development and review. It is a priority of Adams Lake Indian Band for all leadership positions to take on a mentoring role in developing staff with the goal of all staff being fully competent and passionate about the work they do. The ideal candidate requires the following competencies:

1. Professionalism and ethics
2. First Nations Governance, risk and control
3. Stakeholder relationship management
4. Strategy and innovation
5. Leadership and management
6. Corporate reporting
7. Sustainable management accounting
8. Financial management
9. Audit and assurance
10. Change Management

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

1. Certified Professional Accountant designation
2. Minimum 3 years working with First Nations communities
3. Strong computer skills in MS Word, Excel, and accounting software
4. Excellent verbal and written communications skills is essential
5. Experience with First Nations, their funding agencies and reporting requirements would be a big asset
6. Preference will be given to candidates of First Nations Ancestry

Term of Position:

The position Director of Finance and Administration position is indeterminate.

Interested applicants please direct resumes to:
Stacey Berryman, Executive Assistant, at email: sberryman@alib.ca

Deadline for applications will be May 25, 2018 at 4:30 p.m .