



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350 F: 250.725.3352

Manager of Finance & Administration

A management position that will oversee and direct financial and administrative staff, and operations. This role requires a high level of financial and administrative management knowledge. Experience with the financial program, budgeting, policy development, administrative structure and human resources will be mandatory. The Manager of Finance and Administration reports to the Chief Executive Officer, and is based out of the Main Administration Office in Tofino.

Duties and Responsibilities

- Manage finance and administrative support staff
- Oversee management level functions of reporting, policy review, business operations analysis, and management team meetings
- Annual participation in budget creation (for entire organization)
- Maintaining responsibility for accurate and timely financial statements and budgeting and liaising with the management team
- Performs accounting related duties for month end processes, budget reviews, and transactional duties
- Supporting the financial planning, monitoring, and implementation of organizational programs
- Human Resource compliance. Maintaining HR records, onboarding, and adhering to HR policy for decision making criteria.
- Ensuring the development of unit annual work performance plans based on the identified strategic plan for the positions supervised
- Contractual, and advanced business writing duties.
- Implementation and maintenance of Communications, Information Technology, and HR Structure plans.
- Responsible for Office Operations at various locations
- Conducts research and analysis as required
- Other duties as required

Qualifications

- Post-Secondary Degree or Diploma in Administration or Finance field (CGA, CPA, CA, CAFM) or equivalent combination of education and experience - Required
- 2 year's management experience in a First Nations organization - Required
- Advanced knowledge of MS Office, Adagio, and Information Technology - Required

- Must be able to work in a changing, dynamic, and have solid technical skills
- Ability to handle conflict with sound judgement
- Must be organized, accountable, responsible and able to maintain confidentiality
- Valid Driver's License, with access to a vehicle - Required
- Pass a criminal record check - Required
- Preference will be given to qualified Aboriginal candidates

Deadline to apply is :

Sunday May 21, 2017 (Submission by Email)

Friday May 19, 2017 (Submission by Dropping off in Office)

Submit your resume, covering letter, and 3 references letters to:

Chief Executive Officer - Ted Adnitt

Email: jobs@tla-o-qui-aht.org Or by Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway Tofino