



Tobacco Plains Indian Band Employment Opportunity

TITLE: **SENIOR FINANCIAL CONTROLLER**

DEPARTMENT: **FINANCE**

TERM: **FULL TIME**

The Tobacco Plains Band is a rural First Nations community seeking a resourceful, self-motivated individual to fill the Senior Financial Controller full time position within the Finance Department, with the possibility of becoming fulltime.

Summary:

The Senior Financial Controller and Human Resources Manager is responsible for the management, planning and directing of the financial and human resources functions for the Tobacco Plains Indian Band (TPIB) in accordance with the policies and procedures set out by the Tobacco Plains Indian Band Chief and Council, Federal and Provincial legislation and TPIB laws.

Duties and Responsibilities:

- Knowledge of internal controls, audit requirements and procedures and corporate business tax returns
- Ability to provide leadership to a diverse team of professionals, as part of a team
- Excellent interpersonal communications (verbal and written)
- Excellent leadership, stress management and time management skills
- Excellent analytical and problem solving skills
- Ability to understand and interpret laws, regulations and agreements
- Highly proficient in computerized accounting environment
- Ability to maintain confidence, build trust and adapt to changing business requirements with maintaining a high degree of personal responsibility
- Provide management, development and planning of all Financial Administrative Law requirements
- High proficiency with Microsoft Word, Excel, Outlook, PPT
- An understanding of relevant federal and provincial legislation, policies and procedures
- An understanding of Tobacco Plains Indian Band and Ktunaxa Nation
- An understanding of Pension and Benefit Plans is an asset

Qualifications:

- CPA Designation (CA, CGA, CMA, CAFM) with public sector certification
- A minimum of five years previous experience in a First Nation local government would be an asset
- Demonstrate good financial management skills according to generally accounting principles
- Undergo a Criminal Record Check
- Possess a valid Class 5 BC driver's license
- Extensive managerial experience at a senior level
- Experience in government revenue and taxation, financial policy setting and administration
- Experience working Indigenous and Northern Affairs Canada would be an asset

Please forward your resume, cover letter:

Tania Brewer, Band Administrator
Tobacco Plains Band Administration
Box 76
Grasmere BC V0B 1R0
FAX: 250-887-3424

EMAIL: TBrewer@tobaccoplains.org

Closing Date: Applications for the position will be accepted until a qualified candidate has been chosen.
We thank those who apply, however, only those selected for an interview will be contacted.