



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

## Job Posting Director of Finance

The Director of Finance reports to Band Manager and is responsible for managing all financial reports, transactions, liaises with stakeholders and finance staff. McLeod Lake is located 150km north of Prince George. The Tse'khene is a south westerly extension of the Athapascan speaking people of northern Canada. McLeod Lake Band Members are a nomadic hunting people who controlled the basins of the Parsnip and Finley Rivers and the valley of the Peace River in British Columbia. Living on the edge of the Rocky Mountains, we are the "*People of the Rocks*".

### **Specific Responsibilities:**

- Ensuring that funding reporting requirements are complete, accurate and timely;
- Cataloging all financial contribution agreements;
- Developing, recommending and implementing a process for the efficient and effective administration of financial contribution agreements;
- Preparing financial reports for Chief & Council to review;
- Working to ensure that monthly reconciliations of all accounts are reviewed prior to processing financial statements.
- Coordination of audit preparation;
- Checking that budget inputs in the general ledger are current and accurate;
- Chair on the Finance Committee;
- Assist the McLeod Lake Indian Band entities as required;
- Adhere to the McLeod Lake Indian Band financial by-laws;
- Oversee group health benefits and pension plan administration;

### **Qualifications & Expectations:**

- Post-secondary degree in Business with a CPA or CGA designation
- Three years direct related experience
- Excellent planning, organizational, time management, conflict resolution and problem solving.
- Ability to build effective working relationships with diverse groups including industry, government and community leaders.
- Class 5 driver's license
- Ability to work flexible hours and willing to travel for meetings.

### **Please submit a resume and cover letter to:**

McLeod Lake Indian Band  
General Delivery  
McLeod Lake, BC, V0J 2G0  
Email: hrdept@mlib.ca  
HR Fax: (250) 750-4420