



## **Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations**

### **CAREER OPPORTUNITY** ***CONTROLLER***

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, modern, First Nations Treaty Government. We are growing rapidly & seek a career-minded, dedicated, hands-on, professional to assume the role of *Controller*. Reporting to the Finance Director, the Controller streamlines KCFN's budgeting, payroll, & financial reporting processes. He or she also produces thorough financial-status reports for sr. management to improve operational efficiency & assist in the Nations' continued growth. The Controller leads a small team of staff – which includes the Finance Manager and several finance technicians. This exciting, growth-oriented, career opportunity comes with a very competitive salary, groups benefits/pension, and time off to achieve work-life balance! If you're seeking an excellent career opportunity & a great place to work, we'd love to hear from you!

#### **What you'll do:**

- Provide comprehensive financial updates to senior managers by evaluating, analyzing, & reporting appropriate data points
- Develop, implement, & maintain financial controls/guidelines
- Achieve budgeting goals w/ proper scheduling, analysis, & corrective actions
- Maximize payroll efficiency through innovative process development
- Help develop & supports short- and long-term operational strategies
- Maximize return on financial assets by establishing financial policies, procedures, controls, & reporting systems
- Guide financial decisions by establishing, monitoring, & enforcing policies & procedures
- Protect assets by establishing, monitoring, & enforcing internal controls
- Monitor & confirm financial condition by conducting audits and providing information to external auditors
- Maximize return & limit risk on cash by minimizing bank balances & making investments
- Prepare budgets by establishing schedules, collecting, analyzing, and consolidating financial data, and recommending plans
- Achieve budget objectives by scheduling expenditures, analyzing variances, & initiating corrective actions
- Provide status of financial condition by collecting, interpreting, & reporting financial data
- Prepare special reports by collecting, analyzing, & summarizing information and trends
- Comply w/ KCFN, federal, provincial, and local legal requirements by studying existing & new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions
- Ensure the operation of equipment by establishing preventive maintenance requirements & service contracts, maintaining equipment inventories, and evaluating new equipment & techniques

- Complete operational requirements by scheduling & assigning employees – & follows-up on work results
- Partner with the HR Manager on employee-related matters/issues (ie recruiting, hiring, terminations, performance management, succession planning, training, professional development, pay/compensation)
- Protect operations by keeping financial information & plans confidential
- Create & foster a culture of collaboration across departments & maintain open lines of communication
- Manage conflict in a healthy way & diffuse hostile situations before they escalate
- Create & foster a culture of safety/safe work practices consistent w/ applicable occupational health & safety standards/regulations
- May sit on the Joint Occupational Health & Safety Committee
- Other duties/tasks as assigned by the Finance Director

**Our ideal candidate:**

- Bachelor's degree (or equivalent) in business, accounting (or related field)
- Professional certification/designation, such as CPA (certified public accountant) or CA (chartered accountant)
- 5+ years in a senior-level accounting or finance role
- 5+ years leading & developing teams
- Experience creating & developing program policies, budgets,
- Strong understanding of banking processes & financial data analysis
- Working knowledge of national & local tax regulations & compliance reporting
- Experience in managing payroll (w/ focus on streamlining accounting processes)
- Strong organizational, communication, and conflict resolution skills
- An understanding of the concurrent law model and BC Modern Treaties

**\*\* This competition is open to applicants who are legally entitled to work in Canada\*\***

**CLOSING DATE & TIME:** Open until filled

**START DATE:** ASAP

**STATUS:** Full-time, permanent

**DATE POSTED:** Sept 13/23

**COMPENSATION:** Competitive with group benefits & pension

**TO APPLY:** E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at:  
[dwaynew@kcfirstnations.com](mailto:dwaynew@kcfirstnations.com) citing "**Controller**" in the subject heading of your e-mail.

***In accordance with the provisions of the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.***

*We thank all those who apply, however only those shortlisted will be contacted for interviews.*