



Ta'an Kwäch'än Council

Employment Opportunity

Finance Manager

TERM - Full-time Management – starting July 20th to September 17th, 2027

Salary: \$112,506.58 - \$140,548.70 (\$61.82 - \$77.22/hr.) DOE, based on 35 hours per week

TKC Wage scale 9

Closing Date: May 18th, 2024

Reporting to the Executive Director, this position is responsible for the implementation, and review of Ta'an Kwäch'än Council (TKC) financial systems in order to promote good government for TKC.

The Manager is responsible for the overall financial management of the government, the supervision of the revenues and expenditures of the TKC, and all matters relating to the implementation of the financial management policy of the TKC. This position plays a key role in establishing and fulfilling the Department's mandate: *to provide efficient, effective and quality financial services on a timely basis to Ta'an Kwäch'än Council and its entities in order to ensure financial accountability to TKC and its Citizens.*

Required Qualifications (what we look for on your resume):

- Degree in Business Administration with a specialization in Finance, or certification by a recognised accounting body (CMA, CGA, CA), or the full equivalent in education and experience.
- Ability to give presentations to Council, General Assembly, Community Meetings, etc. regarding financial results and issues.
- Knowledge of applicable acts, policies and regulations applying to taxation (income tax, GST, corporate tax, property tax), investments, compensation, payroll and all finance matters.
- Experience and/or knowledge of economic development (Investment) review and analysis.
- Experience with budget preparation, budget to actual analysis, and reporting.
- Ability to provide guidance and supervision to staff, resolve conflict situations, problem solve and work co-operatively and facilitate the development of a team environment in the Finance department.
- Ability to utilize computer accounting/financial systems such as ACCPAC, Simply Accounting, etc., Excel and Word software is required.

- Awareness of First Nation Government (land claim and self-government agreements, TKC Constitution), and social issues affecting First Nations.
- Awareness of TKC history, culture, language, demographics, goals, and aspirations.
- Strong financial analysis skills and excellent staff management skills is a must.

Required knowledge and skills (what we will assess):

- ACCPACC proficiency and associated computer skills required to manage a computerised and networked financial reporting system, including data input, file transfers, backups, reports, programming.
- Policy and procedure development skills; reading and interpreting acts, regulations, standards, etc.
- Report writing, letter writing skills.
- Spreadsheets, Excel, PowerPoint.
- Excellent staff management skills.
- Conflict resolution and mediation skills.
- Ability to foster trust, acceptance and interest within staff, management, leadership and at the community level.
- Presentation skills.
- Co-ordination and facilitation skills.
- Motivational skills.
- Communication skills, oral/written.

Conditions of Employment:

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance

As per the TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume, although we encourage all who may be qualified to apply.

We thank all those who apply, however, only those selected for further consideration will be contacted.

All submissions to: humanresources@taan.ca

Follow the link for a complete job description.