



EMPLOYMENT OPPORTUNITY FINANCE CONTROLLER

DEADLINE: SEPTEMBER 15, 2017, 12:00 P.M.

JOB SUMMARY

The successful candidate will work as an active participant of a strategic management team, advising on complex accounting issues and financial reporting. The successful candidate will report to the Executive Director and will be an advisor to program managers, Chief and Council.

The successful candidate's role will encompass but not be limited to the following:

- Prepare, review and analysis of financial statements (budget, variance analysis by program and cash flow forest)
- Oversee accounting and administrative functions (PR, AP, AR) and supervise data entry staff
- Maintain the GL, prepare income, expense and cash flow statements
- Assist with interpretation of financial statements
- Develop and implement financial policies, procedures and internal controls where required (track cash and inventory such as gas and cigarettes)
- Assist departments with budget and variance reports
- Oversight of audit preparation and required tax remittances
- Provide Chief and Council with current and relevant financial information

The successful candidate should demonstrate the following competencies:

- Five years of financial management with municipal, Not-For-Profit or First Nations
- Must have a university degree in Accounting, Finance or Business Administration
- Must have excellent computer skills and knowledge of accounting and word processing software. Candidates with XYNTAX, Excel and MS Word are desired
- Must be familiar with reporting to Aboriginal Affairs and Northern Development Canada (AANDC) and other First Nation Agencies

The successful candidate must have one of the following designations:

- Chartered Accountant (C.A.);
- Certified Professional Accountant (CPA)

The successful candidate should demonstrate the following personal attributes:

- Excellent communication skills, self motivated and accountable
- Strong relationship building and organizational skills
- Ability to work cooperatively and persuasively with stakeholders to execute projects

Compensation is generous and depends upon experience, education, accounting designation and a desire to live and work in Burns Lake, BC. Benefits include Savings Bonds, dental and medical. Pending qualifications flexibility and negotiations for professional development and other benefits will be considered.

Recommended application procedure:

1. Submit a resume with cover letter demonstrating education and experience fit
2. Copy of designation and degrees
3. Ability to work cooperatively and persuasively with stakeholders to execute projects

SUBMIT ALL DOCUMENTS TO:

Beatrice MacDonald, Human Resources

P.O. Box 879, Burns Lake, B.C., V0J 1E0

Email: beatrice.macdonald@lakebabine.com

Only those applicants short-listed will be contacted for an interview.

The **Finance Controller** will work out of the Woyenne Office located in Burns Lake, B.C., about 222 km west of Prince George on Highway 16. He / She will be able to enjoy a range of outdoor activities such as hiking, boating, skiing (*Hudson Bay Ski Mountain is 150 km Northwest from Burns Lake*), fishing and more.