

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Chief Financial Officer
Finance Department

The **Lytton First Nation (LFN)** is recruiting a Chief Financial Officer for the finance department. Reporting to the LFN Administrator, the Chief Financial Officer is responsible for overall financial planning, financial policy, and process development as well as overseeing contracts, funding, and expenditures with various funding agencies and departments within LFN. The position manages and provides leadership to the Finance Department and is a member of the management team and will ensure the progression toward LFN's Vision and Mission, by ensuring compliance with all policies, fiscal and legal regulations.

General Duties:

- Knowledge of provincial and federal programs and policies, especially those related to Aboriginal Government
- Oversee all financial transactions and reporting for LFN, including transaction processing, GL account reconciliations, and policies and procedures
- Prepare, coordinate and direct the preparation of LFN's annual budget and quarterly report variances
- Oversee all General Ledger, A/P, MR, inventory and invoicing systems and processes
- Oversee and report cashflows and forecasts
- Plan, develop and implement effective financial and accounting systems, policies, procedures, controls and records which meet audit and legal reporting requirements, properly safeguard assets, and provides meaningful financial reporting, planning, analysis, budgeting, and forecasting
- Direct and review work performed by Finance department staff in order to ensure accuracy and to remain fully apprised of the financial activities of LFN
- Other duties as required

Job Skills Experience and Other Requirements

- Certified Accounting Professional Designation (CPA)
- University degree and completion of a professional training program with registration as a Chartered Professional Accountant in British Columbia
- Minimum of five (5) years previous experience in a similar role, with experience in government or an aboriginal organization
- Previous experience managing a team of employees and overseeing all finance and accounting operations for an organization/company
- Experience in financial management and accounting, including payroll
- Experience in government revenue and taxation, financial policy setting and administration



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- Familiarity with federal and provincial government policies and programs related for First Nation's government and organizations as well as their special reporting requirements
- Knowledge of internal controls, audit requirements and procedures
- Strong knowledge of regulations and governance related to accounting and finance
- Excellent accounting and mathematical skills and understanding of accounting and finance processes
- Advanced proficiency in outlook, Excel, and experience working with integrated accounting software
- Excellent interpersonal and leadership skills
- Ability to work effectively, efficiently, and perform well under pressure
- Valid BC driver's license
- Criminal Record check

Open until filled.

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

Attention: Human Resources Manager

Po Box 20, Lytton BC, V0K1Z0



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