



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Chief Financial Officer

Position Classification: Full-time Permanent

Location: Port Alberni Office (Port Alberni, BC) + 1-day per week at Anacla office

Authority Relationship: Reports to the Executive Director

Salary Range: \$130,000 - \$145,000

POSITION SUMMARY:

The Chief Financial Officer is the second highest member of the senior management team and responsible for the overall financial health of the Nation. Their mandate includes financial planning and analysis, ensuring accurate financial reporting, managing financial risks, and making sound investment decisions. The CFO works closely with the appropriate managers for each department and ensure alignment with the Nation's financial goals. By allocating funds effectively, presenting financial projections and providing expert financial guidance to the administration and leadership, the Chief Financial Officer is in charge of propelling the Nation forward and insuring transparency, sustainability, and strong financial management.

KEY ACCOUNTABILITIES:

- Providing strategic leadership & direction related to financial management of the Nation.
- Designing, implementing, and sustaining control systems necessary to ensure the effective administration of HFN Finances and assets.
- Coordinating, negotiating, communicating and engaging with outside agencies for fund reporting, auditing, certification and compliance reporting.
- Coordinating and controlling accounts receivable, accounts payable, payroll and internal reporting.
- Providing technical and other assistance to the Finance Committee.
- Managing the work unit and budget in accordance with Nation standards and performance expectations.
- Recruiting, coaching and supporting assigned staff. Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.
- Provides leadership, direction and services to the Huu-ay-aht and the Huu-ay-aht operating entities in the planning, development, management, internal process auditing and reporting of their financial affairs.
- Provides leadership, direction and support to the staff of the Finance Department, and to all Program/Department management personnel in the management of their financial affairs.

JOB ROLES & DUTIES:

FINANCIAL ADMINISTRATION AND REPORTING

- Administers and monitors the financial system in order to ensure that the HFN finances are maintained in an accurate and timely manner, in accordance with established accounting practice and company policies and procedures.
- Supports and implements strategic initiatives defined in the Huu ay aht Strategic Plan.
- Assists with preparation of the budget.

- Prepares quarterly reports and reports on variances.
- Implements financial policies and procedures.
- Establishes and maintains cash controls.
- Coordinates, communicates and engages with outside agencies for fund reporting, auditing, certification and compliance reporting.
- Provides technical and other assistance to the Finance Committee and to the Invested Wealth Committee.
- Provides technical and financial advice associated with HFN Public Body operations and HFN business ventures.

ACCOUNTING AND PAYROLL

- Prepares income statements, balance sheets and monthly financial statements.
- Assists with the annual audit.
- Reviews and processes month end payable Journal Entries.
- Establishes, maintains and reconciles the general ledger. Analyses and reviews detailed general ledger for all expenditure accounts.
- Conducts payable master data review (Quarterly). Establishes and maintains supplier accounts.
- Provides periodic review process/guidance for:
 - Existing contracts that have been in place for several years
 - Recurring expenses (PO is generally not issued for recurring expenses)
- Monitors cash reserves and investments.
- Prepares and reconciles bank statements.
- Ensures Processes in payroll including:
 - Payroll Recording in Sage (Bi-weekly)
 - Uploads payroll transfer to RBC (payment to employee) Bi-weekly
 - Reviews “ Payment Distribution Report” from RBC online banking against Sage (Bi-weekly)
 - Month end payroll Journal Entries
 - Updates to employee file and payroll master data
 - Termination letter including terms and final pay
- Ensures security for all credit cards.
- Ensures transactions are properly recorded and entered into the computerized accounting system. Maintains the computerized accounting system. Maintains financial files and records.
- Prepares and presents regular and special financial reports, including the annual audited financial statements, to the Executive Director, Finance Committee, and the HUU-ay-aht Executive Council, HUU-ay-aht Programs and Departments and to the Boards and Management of HUU-ay-aht external entities, as assigned.
- Prepares and submits financial reports to funding agencies, as required.
- Prepares and presents and coordinates the presentation of the annual financial reports to the HUU-ay-aht citizens, as assigned.

AUDITS

- Coordinates the internal preparation for the year-end audit(s) and supports the external Auditor(s) in the collection and compilation of information required for the preparation of annual financial statements and reports (Audit of HUU-ay-aht and their business entities)
- Maintains a record system for all Audit Reports, Transactions, and financial statements.
- Ensures to adhere to accounting principles and maintains accounting principles.
- Provides the required day-to-day operational information to the external auditor.
- Ensures all accounting controls are in place and managed for a successful audit process.

PROPERTY TAXES

- Oversees the management of the Property Tax Act including the following:
 - Prepares the Tax Roll (from the assessment roll).

- Delivers tax notices to owner/occupiers of taxable property, and copies to any holders of charges against same; including any amendments resulting from a revised or supplementary assessment roll or subdivision.
- Tracks, collects, refunds, and charges/pays interest on: taxes, penalties, interest.
- Issues tax arrears notices.
- Records and maintains a list of liens on properties for unpaid taxes.
- Issues tax certificates, exemption certificates: provide exemption certificates to the assessor.
- Tracks homeowner and other grants.
- Prepares and submits to the Huu-ay-aht Taxation Authority a draft real property tax budget for the next fiscal year, and once approved, incorporates it into the annual budget under the Financial Administration Act.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must have a university degree in business administration, accounting, finance, or related discipline. Successful candidates need accreditation from their provincial or territorial accounting body as a Chartered Professional Accountant (CPA). A master's in business administration (MBA) is an asset.
- 7+ years' experience in a leadership position within a company or governments financial department, financial administration.
- Exceptional ability to monitor, allocate, and control finances on a large scale.
- Excellent communication skills. Proven experience reading complex financial reports and communicating them to stakeholders and peers in easy-to-understand terms.
- Strong leadership and managerial skills.
- In-depth knowledge of finance, accounting, and numeracy.
- Excellent analytical skills.
- Strong work ethic.
- Ability to present financial analysis and projections to company stakeholders.
- Excellent problem-solving attitude and abilities.
- As high-level executives, they must be experienced accountants and have a proven track record of success leading teams within the finance department.
- Experience working with, or sound understanding of, Indigenous Communities, history, and values and the opportunities and challenges that are often faced by Indigenous Peoples in Canada.

OPERATIONAL REQUIREMENTS:

- Valid Class 5 Driver's License.
- Some travel, including overnight and or weekends. Possible US domestic travel.
- Willingness and ability to work overtime, including evenings and weekends.
- Excellent oral and written communication skills, including presentation skills.
- Successful background checks, employment verification, criminal records checks, work reference checks, and education/credential verification.

TOTAL REWARDS:

- Salary Range: \$130,000 - \$145,000, based on skill set and experience.
- Extended health benefits.

PERSONAL ATTRIBUTES:

- **?iisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.

- **ᑭᕐᕐᕐᕐᕐ / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222. Please quote Chief Financial Officer Job Posting. Closing date for this position is November 15, 2024, at 4:00 p.m.

Vision - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

Mission - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuti, and revitalizing language and culture for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

Professionalism

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

Respect

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

Support

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

Health