



# huu ayaht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Position:** Controller

**Position Classification:** Full-time Permanent

**Location:** Port Alberni

**Authority Relationship:** Reports to the Chief Financial Officer

**Salary Range:** \$80,000 - \$90,000 per year, plus benefits

### POSITION SUMMARY:

Reporting to and under the direction of the Chief Financial Officer (CFO), the Controller will manage all HFN accounting records and oversee the production of financial reports. This role ensures that financial reporting systems and controls are accurate, timely, and compliant with regulations. The ideal candidate will possess a strong background in accounting, with the ability to provide clear interpretations of financial data and meaningful insights to assist in financial planning. They would also be expected to ensure the integrity of the accounting systems, while collaborating closely with the CFO and senior leadership to align financial strategies with the Nation's goals.

### KEY ACCOUNTABILITIES:

- Prepare financial statements for internal and external stakeholders including monthly and quarterly financial reports.
- Ensure compliance with GAAP, PSAB, funding agreements, and other regulatory requirements.
- Track grant funding receipts and requirements for reporting.
- Assist in the preparation of annual budgets and forecasts.
- Assist in the development and implementation of financial policies, procedures, and systems to ensure accurate and compliant accounting practices.
- Support the annual audit process.
- Maintain and reconcile the general ledger, ensure all accounting functions such as accounts payable/receivable, payroll, banking are captured properly in the GL and flow through accurately to the financial reports.
- Conduct regular financial analysis, including variance assessments, and monitoring of financial performance to provide recommendations for improvements.
- Coordinate with departments and external agencies for financial data collection and reporting, ensuring the integrity and confidentiality of financial records.

### JOB ROLES & DUTIES:

#### **FINANCIAL MANAGEMENT AND REPORTING**

- Prepare monthly, quarterly, and annual financial reporting to internal and external stakeholders.
- Provide detailed financial reports for senior management, identifying variances and trends.
- Assist in the development and implementation of financial policies and procedures to maintain accurate and compliant accounting records.
- Ensure the accuracy of GL data.

- Support the annual budgeting process, monitor and report on variances throughout the year.
- Ensure bank statements are reconciled monthly and monitor cash flow to ensure liquidity.
- Assist the CFO in presenting financial data to HFN Committees and leadership.

#### **COMPLIANCE AND ACCOUNTABILITY**

- Ensure adherence to GAAP, PSAB, and relevant financial regulations, maintaining compliance with funding agreements.
- Facilitate and support the audit process, ensuring timely and accurate preparation of financial data.
- Implement and maintain internal controls to safeguard HFN assets and minimize financial risk.
- Work collaboratively with Finance Manager to ensure timely and accurate tax filings, including managing tax-related records and compliance.
- Assist with accounts payable and receivable functions as needed to ensure timely and accurate financial transactions.

#### **FINANCIAL PLANNING AND FORECASTING**

- Assist with long-term financial planning, providing data and insights for decision-making.
- Conduct detailed variance analysis to support financial planning and resource allocation.
- Collaborate with senior management to align financial strategies with organizational goals.

#### **GRANT AND FUNDING MANAGEMENT**

- Manage and track funding agreements, ensuring compliance with grant applications and reporting requirements.
- Maintain relationships with funding agencies to ensure timely payments and accurate reporting.

#### **CONTINUOUS IMPROVEMENT**

- Stay updated on financial regulations, best practices, and industry trends.
- Recommend process improvements to enhance the efficiency and effectiveness of financial operations.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in accounting, finance, or a related field, with a CPA or CAFM designation, or student.
- In-depth knowledge of Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Standards (PSAS) financial policies, financial legislation, and internal controls.
- Five years of progressively responsible accounting and finance experience.
- Experience working with First Nations/Indigenous communities, understanding their unique financial challenges and governance structures.
- Experience with Contribution Agreements, including the Federal government reporting process.
- Experience in managing accounting systems, tracking general ledgers, sub-ledgers, payroll imports, EFT bill payments, and employee benefits and pension administration.
- Advanced Excel skills including use of pivot tables, vlookup, and other excel tools
- Experience with financial reporting, budgeting and audit processes.
- Exceptional organizational, analytical, and problem-solving skills, with the ability to meet deadlines and handle multiple priorities.
- Strong written and verbal communication skills, with experience presenting complex financial data in forms that are tailored for diverse audiences' ease of understanding.
- High level of attention to detail, with the ability to handle confidential information with discretion and accuracy.
- Demonstrated ability to coach, mentor, and develop financial literacy across department teams.

- Contribute positively to a collaborative and high-performance work environment.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

**OPERATIONAL REQUIREMENTS:**

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends. Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.
- Maintaining confidentiality and neutrality at all times.

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](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attention: Human Resource, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Controller Job Posting. The closing date for this position is April 25, 2025, at 4:00 pm