



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Comptroller

Permanent Position: Full Time Monday to Friday, 8:30 to 4:00 p.m.

Location: Port Alberni Government Office

Authority Relationship: Chief Financial Officer

Salary Range: \$72,000 - \$82,000

Position summary: The Comptroller will be responsible for managing all HFN accounting records and is responsible for the production of financial reports. The Comptroller oversees the accounting operations and ensures the reporting and control systems fall within the parameters set by the Huu-ay-aht First Nations.

Job duties:

Financial Management:

- Develop, monitor, and implement financial policies, procedures, and systems.
- Support annual budget creation, monitoring, and forecasting.
- Maintain financial records and prepare reports for HFN Committees.
- Ensure compliance with accounting principles (GAAP, PSAB).
- Lead the annual audit process and prepare financial statements.
- Provide financial analysis, including budget vs Actual expenses assessments.
- Prepares quarterly reports and reports on variances
- Establishes and maintains cash controls
- Monitors cash reserves and investments.
- Prepares and reconciles bank statements.

Reporting and Monitoring:

- Prepare financial statements and reports for internal and external use.
- Prepares income statements, balance sheets and monthly financial statements.
- Ensure compliance with the HFN Finance Admin ACT.
- Support preparation of HFN Financial plan and other HFN Finance admin ACT requirements
- Provide financial updates and recommendations to CFO and HFN program directors.
- Oversee all accounting function and funding agreements.
- Monitor financial performance and recommend improvements.
- Prepare monthly & Quarterly cash flow statements.
- Update monthly funding tracking sheet and co-ordinate with HFN directors and funding agencies for payments.
- Assist the Chief Financial Officer to levy annual property taxes per Huu-ay-aht legislation.
- Support and collect other HFN entities financial information to include the HFN year end audit

Compliance and Accountability:

- Ensure adherence to laws, regulations, and funding agreements.
- Facilitate audits and manage accounts payable/receivable.

- Identify and mitigate financial risks.

Financial Planning and Forecasting:

- Collaborate with senior management on long-term financial strategies.
- Conduct analysis to support decision-making and resource allocation.

Grant and Funding Management:

- Ensure compliance with grant applications and reporting requirements.
- Maintain relationships with funding agencies.

Continuous Improvement:

- Stay updated on financial regulations and best practices.
- Recommend and implement process improvements.
- Other duties assigned by CFO

Qualifications:

- Completion of a bachelor's degree with the CPA, CAFM (Certified Aboriginal Financial Manager) designation or related experiences considerable
- Minimum of five years of progressively more responsible accounting and finance experience
- Experience in management leading a small team
- Experience working with First Nations/Aboriginal/Indigenous communities
- Must have knowledge of Generally Accepted Accounting Principles (GAAP), financial legislation, financial policies, and procedures
- Must have experience with Contribution Agreements and the associated Federal government reporting process
- Specific knowledge of accounts payable, accounts receivable, EFT bill payments, and employee benefits and pension administration
- Must be skilled in budgeting/developing annual budgets; bank account reconciliations; variance and financial reporting, cash-flow, and month-end/year-end financial procedures
- Must have strong organizational and problem-solving skills along with excellent communication skills (written and verbal), coaching and mentoring skills, with the ability to handle deadlines
- Excellent analytical and numerical skills are needed along with the ability to be meticulous and detail oriented
- Ability to handle confidential information with discretion
- Detail-oriented and proactive problem solver
- Ability to communicate effectively across all organizational levels

What we offer:

- Competitive base salary \$72,000.00-82,000.00
- Paid annual vacation and 2 weeks paid Christmas leave
- Multiple leaves for family, sick, personal, etc.
- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service

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 or by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4. Please quote Comptroller Job Posting. Closing date for this position is on December 9, 2024 at 4:00pm.



hUU ay aht

ANCIENT SPIRIT, MODERN MIND

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 Hahuuli, 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

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

HEALTH

- 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

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

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

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
 - other