

Employment Opportunity Chief Financial Officer

Full-time Permanent

Position	Chief Financial Officer
Location	Port Alberni Government Office, with at least one business day per week at the Anacla Government Office
Option	Full-time Permanent
Reports to	Executive Director
Salary/Starting Wage	\$142,800.00 - \$173,400.00 per year, based on education, skills and experience
Benefits	Extended health benefits and other benefits

FUNCTION AND JOB SUMMARY

The Chief Financial Officer (CFO) is the second highest member of the senior management team and is responsible for the overall financial health of Huu-ay-aht First Nations. Reporting to the Executive Director, the CFO leads financial planning and analysis, accurate financial reporting, financial risk management and investment decisions, working with department managers to align resources with the Nation's financial goals. The CFO provides financial guidance to administration and leadership to support transparency, sustainability and sound financial management.

KEY ACCOUNTABILITIES

Strategic Leadership and Financial Management

- Provide strategic leadership and direction for the Nation's financial management and support initiatives in the Huu-ay-aht Strategic Plan.
- Lead financial planning, development, management, internal process auditing and reporting for HFN and its operating entities; support Finance Department staff and program and department managers in managing their financial affairs.
- Design, implement and sustain control systems for the effective administration of HFN finances and assets.
- Manage the Finance Department and its budget in accordance with Nation standards and performance expectations. Recruit, coach and support assigned staff, promoting a performance-focused environment aligned with HFN values, culture and business goals.

Financial Administration and Reporting

- Administer and monitor the financial system to ensure HFN finances are maintained accurately and promptly in accordance with established accounting practices and HFN policies and procedures.
- Lead preparation of the annual budget, prepare quarterly reports and report on variances.
- Implement financial policies and procedures, establish and maintain cash controls, and monitor cash reserves and investments.
- Coordinate, negotiate and communicate with outside agencies on funding reports, audits, certification and compliance reporting.
- Provide technical and financial assistance to the Finance Committee and Invested Wealth Committee, and advice on HFN Public Body operations and business ventures.
- Prepare and present regular and special financial reports, including annual audited financial statements, to the Executive Director, Finance Committee, Executive Council, HFN programs and departments, and the boards and management of external entities, as assigned.
- Submit required financial reports to funding agencies and coordinate the presentation of annual financial reports to Huu-ay-aht citizens, as assigned.

Accounting and Payroll

- Coordinate and oversee accounts receivable, accounts payable, payroll and internal reporting.
- Ensure income statements, balance sheets and monthly financial statements are prepared accurately and on time; review and process month-end journal entries.
- Ensure the general ledger is maintained and reconciled accurately. Review revenues and expenses with the senior management team to confirm entries align with budgets and make adjustments as required.
- Conduct quarterly reviews of accounts payable master data and provide periodic review and guidance for longstanding contracts and recurring expenses.
- Ensure bank and investment statements are reconciled monthly, accurately and on time.
- Ensure biweekly payroll is processed accurately and on time, and annual T4 slips are completed accurately by the deadline. Maintain effective payroll policies and support the payroll team in meeting processing requirements and deadlines.
- Ensure credit card security and maintain and monitor the credit card program.
- Ensure transactions are properly recorded in the computerized accounting system, maintain the system, and maintain financial files and records.

Audits

- Coordinate internal preparation for year-end audits of HFN and its business entities. Liaise with auditors, the Finance team and external stakeholders, ensuring the audit team receives all requested information.
- Maintain records of audit reports, transactions and financial statements; ensure adherence to accounting principles and provide required day-to-day operational information to external auditors.
- Ensure accounting controls are in place and managed to support a successful audit process.

Property Tax Administration

- Oversee administration of the Property Tax Act, including preparation of the tax roll from the assessment roll.
- Deliver tax notices to owners or occupiers of taxable property and copies to holders of charges against the property, including amendments arising from revised or supplementary assessment rolls or subdivisions.
- Track and collect taxes, penalties and interest; process refunds and interest charges or payments; issue tax arrears notices and maintain a list of liens for unpaid taxes.
- Issue tax certificates and exemption certificates, provide exemption certificates to the assessor, and track homeowner and other grants.
- Prepare and submit a draft real property tax budget for the next fiscal year to the Huu-ay-aht Taxation Authority and, once approved, incorporate it into the annual budget under the Financial Administration Act.

OPERATIONAL REQUIREMENTS

- Valid Class 5 driver's licence.
- Work from the Port Alberni Government Office, with at least one business day per week at the Anacra Government Office.
- Willingness to travel, including overnight and weekend travel and possible travel to the United States.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful completion of background checks, employment verification, criminal record checks, reference checks, and education and credential verification.

EDUCATION AND EXPERIENCE REQUIREMENTS

- University degree in business administration, accounting, finance or a related discipline.
- Chartered Professional Accountant (CPA) accreditation through a provincial or territorial accounting body.
- At least seven years of leadership experience in a company or government finance department or in financial administration, with a proven record of successfully leading Finance teams.
- Experience working with, or a sound understanding of, Indigenous communities, histories and values, and the opportunities and challenges faced by Indigenous Peoples in Canada.
- A Master of Business Administration (MBA) is an asset.

KNOWLEDGE, SKILLS, AND ABILITIES

- In-depth knowledge of finance, accounting and numeracy, with the ability to monitor, allocate and control finances on a large scale.
- Strong leadership and management skills, analytical ability, problem-solving skills and work ethic.
- Excellent oral and written communication and presentation skills; ability to interpret complex financial reports and explain financial analysis and projections clearly to stakeholders and colleagues.
- ʔiisaak / Greater Respect: Respect for the community and its people, traditional knowledge, the natural and metaphysical worlds, and other peoples and communities. Demonstrate service excellence and contribute to a safe, healthy and respectful workplace.
- ʔuuʔaʔuk / Taking Care Of: Care for present and future generations and the resources provided by the land, water and natural world. Use resources responsibly and adopt more efficient ways of working.
- Hišuk ma c'awak / Everything is One: Recognize the interconnected and reciprocal relationships among people, the land and the wider world. Listen to and incorporate others' views, work collaboratively and value diversity.

HOW TO APPLY

Apply with a cover letter and resume to Human Resources at hr@huuayaht.org or by fax to 250-728-1222.

Please quote Chief Financial Officer Job Posting in the subject line.

Application deadline: October 16, 2026, at 4:00 p.m. Pacific time.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens and qualified Indigenous applicants, consistent with HFN hiring policy.

Vision - Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?aluk 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 do not 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, do not 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 are not 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
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other