



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Employment Opportunity

Controller

(Full-time Permanent)

Position	Controller
Location	Port Alberni
Scope	Full-time Permanent
Reports to	Chief Financial Officer
Salary Range	\$95,000 - \$115,000 per year, plus benefits
Application Deadline	Friday, October 9, 2026

POSITION SUMMARY

Reporting to and under the direction of the Chief Financial Officer (CFO), the Controller will manage HFN's accounting records and oversee the production of accurate, timely, and meaningful financial reports. The Controller provides support to the CFO with internal team management, assisting with day-to-day accounting operations, ensuring that financial reporting systems, processes, and internal controls are effective, accurate, and compliant with applicable legislation, policies, funding agreements, and accounting standards.

The ideal candidate will possess a strong background in accounting, with the ability to interpret financial information and provide clear, meaningful insights to support financial planning and decision-making. The Controller will work closely with the CFO, Finance staff, and senior leadership to maintain the integrity of HFN's financial systems and align financial operations with the Nation's strategic goals.

KEY ACCOUNTABILITIES

- Prepare financial statements for internal and external stakeholders including monthly and quarterly financial reports.
- 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.
- Monitor accounting close processes and timelines to ensure month-end, quarter-end, and year-end activities are completed efficiently and consistently.
- Conduct regular financial analysis, including variance assessments, and monitoring of financial performance to provide recommendations for improvements.
- Ensure compliance with PSAB, funding agreements, HFN legislation, and other regulatory requirements.
- Ensure grant funds are tracked so that data can easily be pulled for reporting requirements.
- 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.
- Facilitate and support the annual audit process.
- Coordinate with departments and external agencies for financial data collection and reporting, ensuring the integrity and confidentiality of financial records.
- Work with the CFO to identify financial risks, operational issues, staffing requirements, and opportunities to improve the effectiveness of the Finance function.

JOB ROLES & DUTIES

FINANCIAL MANAGEMENT AND REPORTING

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555 / 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- 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 committees and leadership.
 - Assist the CFO with managing day-to-day accounting operations, helping to ensure that financial activities are appropriately prioritized, coordinated, and completed within established timelines.
 - Assist the CFO with monitoring workloads, and that key accounting deadlines are consistently met, and maintain continuity during periods of vacation, leave, audit, and other high-volume activities.
 - Review finance team work for accuracy, completeness, compliance, and adherence to finance policies and procedures.
 - Support staff through regular feedback and identify professional development opportunities and financial literacy.
 - Assist the CFO to identify gaps in skills, resources, and processes, within the Finance team and work with the CFO to develop appropriate solutions.
 - Assist the CFO with the coordination of cross-training to reduce reliance on individual employees and ensure continuity of critical financial functions.
 - Oversee the month-end and year-end close process, ensuring that all required reconciliations, journal entries, accruals, and supporting documentation are completed on schedule.
 - Promote a collaborative, respectful, and accountable team environment that supports high-quality financial service to the senior management team and leadership.

COMPLIANCE AND ACCOUNTABILITY

- Ensure adherence to PSAB, HFN's Financial Administration Act, and relevant financial regulations, maintaining compliance with funding agreements.
- Facilitate and support the audit process, ensuring timely and accurate preparation of financial data.
- Monitor internal control processes and recommend improvements to the CFO where control weaknesses or financial risks are identified.
- Ensure timely and accurate tax filings, including managing tax-related records and compliance.
- Ensure appropriate supporting documentation is maintained for financial transactions and that accounting records are audit-ready throughout the year.

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.
- Identify opportunities to automate routine accounting processes and make effective use of HFN's financial systems and technology.
- Participate in the implementation of new financial systems, processes, and technologies, including testing, data validation, staff training, and change management.
- Monitor recurring accounting issues and work with Finance team to identify and address root causes rather than relying on corrective entries or manual workarounds.



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- Support the CFO in developing Finance team work plans, and priorities.
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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 Public Sector Accounting Standards (PSAS) financial policies, financial legislation, and internal controls.
 - Five years of progressively responsible accounting and finance management 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 and teams, 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, graphs, charts 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.
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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.
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HOW TO APPLY

Submit to:

Human Resources
Huu-ay-aht First Nations Government
Email: hr@huuayaht.org
Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include Controller in the subject line.

Application deadline: Friday, October 9, 2026.

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, qualified Indigenous applicants, and applicants with experience working in First Nations, modern treaty, or self-governing Indigenous government environments.



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HUU-AY-AHT VISION, MISSION, AND VALUES

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ʔiisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, and deliver social, cultural, and recreational programs 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

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

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

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, and compassion
- ʔiisaak
- Observe protocol and ceremony

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

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