



## OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,  
HAIDA GWAI, V0T 1M0  
TEL: (250) 626-3337 • FAX: (250) 626 5440  
TOLL FREE: 1-888-378-4422

---

### Finance Manager

**Job Title:** Finance Manager

**Hours:** 35 – 40 hours per week

**Rate:** Starting at \$52.93

**Who we are:**

The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 29 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development.

**Position:**

The Finance Manager is the head of the finance department, overseeing payroll, accounts payable, accounts receivable, and general accounting functions. The Finance Manager prepares and evaluates financial statements and assists the Band Administrator and Council with the interpretation of financial statements and the development and implementation of financial policies and procedures. The Finance Manager oversees all financial statements and works closely with the auditors. The Finance Manager, in consultation with the department heads and program managers, makes recommendations for changes to address surplus or deficits.

**Reporting Relationship**

The Finance Manager reports directly to the Band Administrator and works closely with the management and other staff and Council.

**Qualifications:**

Minimum Requirements

- University Degree or Designation in a related field to this position. Formal accounting training [designation-CA/CGA/CMA or working towards this designation is preferred]
- Experience in administration and supervision
- Experience in overseeing a finance department
- Previous experience in the not-for-profit sector is an asset
- Sound knowledge of GAAP and internal controls
- Expertise using accounting software
- Previous experience with Adagio software is an asset
- Good understanding of Labour relations, WCB and HR practices
- Excellent client service and people skills- both oral and written
- Problem solving and leadership skills

**Knowledge, Skills, and Abilities:**

- Knowledge and understanding of Haida culture
- Exceptional Administrative and Organizational Skills
- Strong written and interpersonal communications skills, and the ability to work effectively with a variety of people and circumstances
- Demonstrate sound work ethic and effective leadership skills and the ability to supervise and mentor staff
- Ability to work independently
- Proficiency in Microsoft Office 365 applications (Word, PowerPoint and Excel)
- Working Knowledge of Federal and Provincial funding programs and reporting requirements
- Ability to maintain a professional demeanor and confidentiality
- Ability to work flexible hours as required

**Other Attributes**

- Flexible, adaptable with ability to multi-task and manage a diverse workload with multiple deadlines
- Ability to think critically and act logically, evaluating situations and generating steps to achieve success
- Ability to exercise good judgement, diplomatic tact, professionalism, and strategic communication skills

**Primary Responsibilities**

- Implement and maintain a system of financial procedures to ensure the timely and accurate reporting of financial position
- Ensure compliance with financial reporting requirements to INAC, funding contractors, lending institutions, Receiver General, WCB, and others as required
- Assist Program Managers with preparing annual budgets for submission to the Band Administrator
- Monitor the cash flow and bank balance, ensure that bank statements are reconciled on a monthly basis
- Reconcile Receiver General, Many Nations and Pension payments with the bi-weekly payroll
- Ensure reconciliation of Social Development cash payments with the general ledger and monthly S.D reports submitted to INAC
- Monitor the security financial records, ensuring that documents are filed
- Identify, propose and implement potential efficiencies to be gained through new processes and/or technologies

**Application Deadline:** Until Position Filled

**How to Apply:** Please submit cover letter and resume to [heather@hrwest.ca](mailto:heather@hrwest.ca) or in-person at the Band Office.

**Subject line must read: FINANCE MANAGER POSTING**

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

*Only applicants to be interviewed will be contacted.*