



The Stz'uminus Education Society (SES) is seeking a Finance Manager to lead our Finance department.

This is a flexible **full-time permanent position** with a competitive salary that allows you to work from home on a part-time basis.

Reporting to the Education Administrator, you will:

- Organize, control, and evaluate the operations of the finance department
- Manage organizational cash flow
- Review department budgets
- Prepare the annual budget
- Prepare monthly and annual financial statements for the Education Society and the Education Administrator
- Review financial statements
- Assess financial reporting systems and accounting procedures
- Make suggestions for improving the procedures and financial control functions of the Education Society
- Implement internal controls
- Manage and sign off on balance sheet reconciliations
- Gather documents for the Auditors
- Assist with the recruitment of staff for the finance department
- Benefits administration in a back-up capacity

What you bring

Education & Qualifications:

- Bachelor degree in Accounting, Finance, or Business Administration Required
- Certified Professional Accounting Designation (CPA) Required
- Certified Aboriginal Finance Manager Designation (CAFM) an asset
- Advance knowledge of Microsoft Excel
- Knowledge of payroll software

Skills & Experience:

- Experience working with First Nation's organizations is an asset
- Experience in all related areas of accounting, including payroll, financial management, and financial reporting
- 3 to 5 years experience in a relevant management position
- Experience with Financial software like Adagio
- Experience with budgets and forecasting
- Able to deal with tight deadlines
- Strong communication and computer skills
- Able to empower and supervise staff

The successful candidate will have to follow the Stz'uminus COVID-19 Policy to work for the Stz'uminus Education Society.

Who we are

A rapidly growing nation, Stz'uminus Education Society offers an inspiring and engaging place to work. Located on the beautiful east coast of Vancouver Island, we are committed to supporting and nurturing a safe and healthy community. Together with our highly qualified and connected team members, The Stz'uminus Education Society provides programming for a wide variety of age groups, from pre-schoolers to adults – operating a daycare, primary school, middle school, secondary school and college. We are committed to the advancement of First Nations education, and ensuring a quality standard of living for our communities.

SES strives to be an employer of choice for our talented teams, offering a comprehensive benefits package including pension plan – along with health, wellness and development programs to support you at work and at home.

Join Us!

To apply for a rewarding career with us, please submit your cover letter and resume to resumes@stzuminus.com

Application Deadline:

Thursday, December 23rd, 2021

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