

Finance Manager STZ'UMINUS FIRST NATION LADYSMITH, BC

snuwuyulh
(sacred teachings)

natsamaat
(together as one)

tsi'tsu watul
(helping each other)

nu stli'ch
(love)



THE OPPORTUNITY

- We offer an attractive compensation package including a competitive salary, extended health & insurance plan, contribution matching to our pension plan and excellent holistic wellness programs to support you both professional & personally.
- Lead our Finance Department in a full-scope, hands-on role as you grow your own career and capacity
- Provide empowering support, supervision & career development guidance to our Finance Clerk
- Organize, execute, monitor, and evaluate our finance operations
- Manage organizational cash flow
- Review & reconcile department budgets, accounts and funding agreements
- Prepare monthly and annual financial statements for leadership, Board of Director and partner agency purposes
- Prepare, present & advise regarding periodic budgets, including primary responsibility for our annual budget processes
- Review data to advise and collaborate with Leadership on Strategic and Operational initiatives and opportunities
- Develop expanded financial systems and accounting procedures with a continuous improvement approach to our policies, processes and internal controls
- Manage and sign off on reconciliations including financial statements, funding partner reports, banking & investment accounts etc.
- Facilitate our annual external audit and partner-agency reviews of financial matters
- Assist with supervision & development of administrative support staff
- Collaborate with HR in administration of payroll, pension & benefit programs

WHAT YOU BRING

- Proven success in the practice and leadership of Bachelor's degree in accounting, Finance, or Business Administration
- Certified Professional Accounting Designation (CPA)
- Expertise in finance & business administration software; experience with our platform, Adagio, is an asset
- Experience in all related areas of accounting, including budgeting, forecasting, financial management and financial reporting
- 2+ years' experience in a relevant leadership position with demonstrated success in progressive leadership responsibilities
- Proximity to and understanding of First Nations' financial and administrative context, ideally including education operations, is a distinct advantage
- Digital fluency to transition to and manage a paperless Finance Department, including advanced knowledge of Microsoft Excel and current business software such as Office 365 with Teams, Sharepoint, Forms etc.
- Certified Aboriginal Finance Manager Designation (CAFMD) an asset
- Innovation and creativity to develop a strategically aligned, sustainable Finance Department and organization-wide operations
- Strong commitment to collaborative, relationship-first leadership and teamwork
- Integrity in communication with a dedication to respectful, trauma-aware, culturally competent interactions with everyone in the SES Community

St'uminus Education Society (SES) is seeking a Finance Manager to guide our non-profit First Nation education authority as an integral member of the St'uminus Education Society Leadership Team.

This is a hybrid, full-time, permanent position with the flexibility to work remotely 2-3 days per week and enjoy our innovative, purpose-built co-working offices.



**STZ'UMINUS
EDUCATION**

We proudly offer learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs:

Nutsuamat Lelum Child Care Centre
Infant-School Age

–

St'uminus Primary School
Jr. Kindergarten-Grade 4

–

St'uminus Community School
Grades 5-12

–

Hul'q'umi'num Language Classes
Preschool-Elder Years

–

Post-Secondary & Continuing
Education - All Ages

–

Career Planning & Job Readiness

To explore how we might work together,
please send your application via careers@stzuminus.com

Get to know SES & explore all we offer via
www.stzuminus.education/careers