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### **Wanted Immediately: Financial Controller**

Tsal'alh (Seton Lake Indian Band), is seeking a Financial Controller to join our team located in Tsal'alh, BC, about 67 kilometers northwest of Lillooet.

Reporting to the Band Administrator, the Controller will play a critical role in overseeing the financial operations of the Tsal'alh community. He/she will be responsible for Tsal'alh's financial plans and policies; accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports. This position involves supervision over general accounting, property accounting, internal auditing, and budgetary controls for Tsal'alh Government's community programs and development corporation.

#### **Key Responsibilities:**

- Oversee all financial operating process and analyze results and ensure compliance with GAAP
- Establish and maintain financial reports
- Prepare financial budgets and plans
- Analyze financial statements to pinpoint areas of risk and/or potential weak areas
- Supervise account reconciliation, manage all accounts and update journal units
- Oversee month-end closing of accounts, identify issues, compare with year-ago results and projections
- Manage all external filings and prepare management reports
- Determine and verify systems and oversee processing of all financial data
- Manage financial policies and ensure compliance to these policies
- Provide support to the Finance Team to ensure records systems are maintained in accordance with generally accepted auditing standards, including:
  - Monthly & Quarterly preparation of Finance Statements
  - Management of investments and cashflow requirements
  - Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with Band Administrator and Council Finance Committee
  - Monthly reconciliations
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Performs other accounting responsibilities as necessary

#### **Preferred Skills and Qualifications:**

- Minimum Bachelor's degree in accounting, finance or a related field required
- CPA designation required
- 5+ years of experience in financial management
- Experience in accounting and computerized accounting programs
- Excellent computer skills, including working knowledge of MS Word, SAGE 300 and Excel
- Excellent communication skills both verbal and written
- Assertive, comfortable communicating with various types of individuals
- Strong problem identification and problem resolution skills
- Strong logical thinking, analysis, and reasoning to identify underlying principles, reasons, facts
- Ability to manage First Nations policies, procedures, and fiscal relationships with other levels of government
- Good organizational, time management and prioritizing skills

If you feel you have the demonstrated background and are interested in learning more about this exciting opportunity, please contact Crystal Branget by phone 250-259-8227 or email [adm.tsalalh13@gmail.com](mailto:adm.tsalalh13@gmail.com).

Apply online at:

[https://www.indeedjobs.com/tsalalh-government/\\_hl/en\\_CA?cpref=JXWAtnzf3XWjLOi4YeVNLsKhmt5T2XHWMLzV7kNeQnc](https://www.indeedjobs.com/tsalalh-government/_hl/en_CA?cpref=JXWAtnzf3XWjLOi4YeVNLsKhmt5T2XHWMLzV7kNeQnc)