



## Job Posting

Upper Nicola Band (UNB) is looking for a Chief Financial Officer who will be tasked with coordination of all financial management, control, reporting, and procurement functions for the Nation and will act as custodian of its' investments and assets. Further, the CFO is responsible for ensuring the financial administration systems, policies, procedures directions and internal controls are appropriately designed and operating effectively. This role is appointed by the Chief and Council, reports to the Band Administrator and will be responsible for leading a team of five. You will have the responsibility to produce the budget of approximately \$15M, as per the UNB Administration Law 2018, and subsequent policies to ensure financial transparency and accountability are adhered to. See more information at: [Administration – Upper Nicola Band](https://uppernicola.com/departments/administration)  
<https://uppernicola.com/departments/administration>

This is a great opportunity for an accounting professional who wants to help drive change and growth within the Upper Nicola Band as you will be a key contributor to a very supportive senior leadership team.

### Duties and Responsibilities

1. Manages the operations of the Financial Services including financial administration, budgeting, utility billing, accounting, internal audit, fixed asset tracking, procurement, payroll, and central cashiering.
2. Coordinates the external audit, completes the annual financial statement, and compiles information for the annual report.
3. Directs, coaches, and appraises departmental staff and coordinates their work.
4. Oversees the newly trained Property Tax Administrator
5. Co-ordinate's cash and debt management, including short-term borrowing and/or investing of funds.
6. Prepares and controls Financial Services' annual operating and capital budgets.
7. Develops policies and procedures for accomplishing approved objectives for the effective delivery of financial services.
8. Acts as Band Administrator as assigned.

### Key Qualifications

- A professional Accounting Designation – CPA required in good standing and either have or willing to obtain CAFM-AFOA certification.
- Working knowledge of Xyntax Accounting System an asset.
- A minimum of eight years' progressive experience with a minimum of 4 years at a supervisory management level.
- Proven interpersonal skills related to team building, liaison with stakeholders, and collaborative problem solving. Track record of leadership in proposing and influencing changes.
- Well-developed organizational and communications skills.

The compensation for this role will be determined based on the individual's level of experience and skillsets.

**To Apply:** Please Submit a resume and a cover letter to:

Upper Nicola Band,  
Attention: Human Resources Manager  
General Delivery, Douglas Lake, BC V0E 1S0 Email: [hr@uppernicola.com](mailto:hr@uppernicola.com)  
Competition open until filled.