



Position Title:	Director of Finance
Reports To:	Chief and Council
Direct Reports:	Manager of Accounting, Manager of Payroll, Manager of Resources
Department(s):	Administration

About the Nation

The Ahousaht Nation territory encompasses much of beautiful Clayoquot Sound with the village of Maaqtusiis (Marktosis Indian Reserve IR #15) being the only reserve or village site inhabited year-round. Ahousaht Nation has 25 reserve sites within the nation's territories, all solely accessible by float plane or boat. The Nation has over 2,000 members with approximately one-third of Ahousaht members living within traditional territories. The traditional governance system of Ahousaht still exists today with three principle Hereditary Chiefs who are responsible for the people, ancestral territories and resources.

Department Profile

The Administration Department provides support services to the nation and the leadership bodies. Several positions are structured under the Administration Department including Assistant Financial Controller, Assistant to Administrator and Chief and Council, Director of Finance, Operations Coordinator, Assistant Operations Coordinator, Membership Clerk, Accounts Payable Clerk, Patient Travel Clerk

Position Summary

The Director of Finance is responsible for planning, directing and controlling financial and administrative functions for the Ahousaht Nation by following provincial, cultural and federal standards. The position reports to Chief and Council. Direct reports include Manager of Finance/Accounting, Manager of Payroll, Executive Assistant to Chief & Council and Executive Director.

Major Accountabilities

- Preparing the budget for the Ahousaht Nation
- Conducting Financial analysis and preparing detailed financial reports and statements
- Developing and implementing an effective system of accounting for the Ahousaht Nation
- Providing comptrollership functions to ensure finances are managed according to legislation, policies, procedures and generally accepted accounting procedures
- Providing financial and accounting advice to Chief & Council, Department Managers and staff
- Providing leadership and direction by delegating tasks, responding to staff inquiries, and providing overall direction to employees within the Finance Department
- Evaluating the performance of and providing training and development to Finance Department staff
- Extremely well organized, technologically savvy, project (capital) management experience
- Approvals of Expenditures as outlined in Financial Policy
- Upholds, carries out and updates Financial Policy, Financial Administration Law

- Other duties as required

Skills, Knowledge & Abilities of Position

- Proven leadership and presentation abilities
- Exceptional interpersonal and communication skills
- Analytical thinking and problem-solving capabilities
- Effective time and stress management
- Solid understanding of accounting and financial principles
- In-depth knowledge of the Ahousaht Nation culture and traditions
- Strong attention to detail and high data accuracy
- Highly organized and efficient in task management
- Strong experience using Microsoft Excel, Word, Outlook as well as Xyntax
- Ability to work remotely and in person as needed
- Must be willing to travel for work

Education and Experience Requirements

- Chartered Professional Accounting (CPA) degree or work experience equivalent
- Six to eight years' experience managing a First Nation Finance Department background in employee supervision
- Experience in working with First Nations Communities
- A combination of education and experience may be considered
- Corporate proposals may be considered

Salary Range: \$100 to \$180k annually

Please send your resume and a covering letter exemplifying why you or your company would be the best choice to hr@ahousaht.ca

Only those selected for an interview will be contacted. Posting will remain open until filled.