



## Northern Shuswap Tribal Council Senior Finance Manager

The Senior Finance Manager contributes to the overall success of the organization by effectively managing the provision of financial services, accurate accounting, risk management services, as well as general administrative support for the organization. Duties include budgeting, project management, financial planning, reporting and support for audit functions, HR & administration. The Senior Finance Manager promotes the achievement of the goals and objectives of the organization by helping employees understand financial information, providing accurate, confidential information and providing input to all planning cycles.

### Experience:

1. Minimum 5 years of progressive financial experience performing accounts payable, accounts receivable, payroll, general ledgers, budget preparation and financial reporting in a multi-department environment
2. Experience supervising and managing staff

### Education:

1. Degree in Business Administration, Commerce, Accounting or related field
2. Professional Accounting Designation (CA, CGA, CMA preferred) would be an asset

### Skills & Abilities:

1. Ability to work independently and build effective interpersonal relationships
2. Ability to work collaboratively with the Management team in the preparation of budgets and funding proposals
3. Proficiency in the use of computer programs for accounting (Quick Books Pro preferred), word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)
4. Ability to self-regulate, meet deadlines, have attention to detail
5. Understand and maintain financial records, contracts and other documents according to funding agency policies and procedures

### Specialized Knowledge:

1. Knowledge of generally accepted accounting principles (GAAP)
2. Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights as well as requirements for ISC and BCTC Funding and Reporting

**Salary:** \$34.95 to \$47.55 dependent on education & work experience

**For a complete job description**, please visit the Employment section of the Northern Shuswap Tribal Council website at: [www.nstq.org](http://www.nstq.org)

Please forward your resume and cover letter along with 3 work related references attention to:

Marg Shelley, Executive Director  
Northern Shuswap Tribal Council  
17 South 1<sup>st</sup> Ave, Williams Lake, BC V2G 1H4  
Or by email: [administration@nstq.org](mailto:administration@nstq.org)

**Application Deadline: Open until filled**