



BC Aboriginal Mine Training Association (BC AMTA)

Be in Charge

Is it time to focus your energy on building authentic business and Aboriginal community partnerships? BC Aboriginal Mine Training Association (BC AMTA) is a non-profit organization originally funded by Federal government ASEP program (Aboriginal Skills and Employment Partnership Program). As we transition to a new business model we are looking for a motivated professional to join us on this exciting journey.

BC AMTA is built on a proven framework that offers Aboriginal people opportunities to learn new skills; get valuable training and work experience; and expand their potential for successful careers throughout the mining industry. This could be your time to shine – bring your professional skills and community minded approach as our:

Manager, Finance & Administration

While numbers are your strength, working with a team of passionate team players and stakeholders is what really motivates you. You are hands on professional who is ready to roll up the sleeves and get the job done. While recording day to day transactions is a necessary part of the job, the management expertise, pride in job ownership and the desire for independence make this position attractive to you.

Reporting to the Executive Director, you will be engaged to manage the accounts and generate monthly and quarterly reports as required by our governing Board, funders and community partners. Your expertise in applying Policies and Procedures, government regulations and applicable legislation will ensure success as you create a sound financial structure for the association's short and longer-term operational plans. You'll naturally apply your leadership skills to advise and mentor other team members through reporting cycles and present the results to the Board. Your expertise in reporting, data management and budget administration will be utilized by supervising the existing Coordinator, Administration and Reporting. As a member of the senior management team you will provide guidance around the best accounting practices and general management principles to BC AMTA.

If you have an accounting designation and/or related post-secondary degree and minimum eight years of direct, successful experience managing the books in a similar environment, this may be the role for you. Take charge of your career by applying today at jobs@bcamta.ca.

We would like to thank all applicants for their interest. Only shortlisted candidates will be contacted.

Closing date for this posting is January 30, 2012.