



## **MUSQUEAM INDIAN BAND**

6735 Salish Drive  
Vancouver, B.C. V6N 4C4  
Telephone: 604 263-3261  
Fax: 604 263-4212

### **JOB POSTING**

#### **Musqueam Indian Band - Chief Financial Officer**

#### **Full-Time**

Reporting to the Band Manager the Chief Financial Officer plans, manages, monitors and controls all Musqueam Indian Band financial management functions, provides professional oversight to the Finance Department, serves as an independent and objective advisor to the Band Manager and Chief and Council and to the CEO of the Economic Development Arm of the Band and its Board of Directors on financial and related matters, and as a member of the MIB Management Team.

#### **Duties:**

##### **REPORTING:**

- Analyzes financial performance and develops reports and analyses to support informed decision making by Chief and Council, Band Manager, Board of Directors and CEO Ec. Dev. and Program Managers –reports for various funding agencies, Council and General; Band;
- Develops annual budgets and forecasts in coordination with Program Managers and Council committees and Economic Development;
- Manages MIB annual external audit function;
- Identifies MIB requirements and develops budgets as needed in collaboration with the Band Manager and monitors accountability for expenditures in accordance with financial policy;
- Financial updates to programs quarterly;
- Presents financial information to Chief and Council, Board of Directors, Senior Management and the MIB Community;
- Responsibility for financial reporting requirements with banks, trusts and funding agencies;

##### **TREASURY:**

- Oversees all cash management functions, including electronic banking;
- Oversees all investment functions, including short and long term investments;
- Manages transactions with all Trust Funds and complies with reporting requirements;

- Capital projects cash management and reporting.

#### FINANCIAL SUPPORT:

- Provides financial support and advice to Chief and Council, Band Manager and Program Managers;
- Manages and directs the preparation of monthly financial statements and the preparation of variance reports in coordination with the Finance Department;
- Maintains the general ledger and all financial records (including journal entries and reconciliations), in coordination with the Finance Department;
- Provides a backup role to the Finance Manager with respect to the accounting and payroll functions;
- Provides financial support to the Economic Development business (Reporting and Treasury).

#### OTHER:

- Advises the Band on the financial implications of funding agreements and contracts, assists with the understanding of financial obligations as set out in government directives and funding agreements, works directly with the parties to interpret and amend agreements and ensures compliance with the financial reporting and accountability requirements of funding agreements;
- Serves as an advisor to the Finance and Economic Development Committees;
- Conducts special projects and investigations as directed by Chief and Council and the Band Manager;
- Develops, implements and interprets financial policy and procedures;
- Developing and maintaining organizational progress, metrics reports and financial reporting for the MIB;
- Maintains confidentiality on all matters relating to the affairs of the MIB;
- Develops and maintains effective working relationships with external partners and stakeholders including governments, and Aboriginal organizations.

#### **Job Knowledge:**

The work requires the following knowledge, skill and/or abilities:

- Professional accreditation: CGA, CA or CMA designation and minimum of five years' experience, with expert knowledge of Generally Accepted Accounting Principles for the government; or an equivalent combination of skill, knowledge, and experience;
- Knowledge of INAC programs, funding sources and the terms and conditions of all other funding agreements;
- Cultural competency and knowledge of the cultural traditions and practices of the Musqueam Nation an asset;

- Project management methods and skills (including resourcing, planning, executing and reporting), to lead/manage projects;
- Verbal, presentation and public speaking skills and the ability to provide often complex information in a straight-forward and clear manner;
- Strong verbal and written communication skills Policy and program development, program evaluation, research and fact-finding principles, methods and approaches to provide expert advice and recommendations to the Band Manager.
- Strong organizational skills;
- Advanced skill level in MS Office and AccPac and other related accounting software.

**Relationships:**

- Work requires group and process facilitation, participate in consultation and advisory committees, work collaboratively with the MIB's management team, First Nations; Federal, Provincial, Civic and government and agency officials, and representatives.

**Working Conditions:**

- Work is performed in an office environment;
- Availability for Monday nights Chief and Council meetings, some evening Committee meetings, week-day and week-end overtime as required;
- Valid Driver's License;
- Successful Criminal Record Check.

**Enjoy a business casual work environment!**

**Please apply by submitting a cover letter and resume to Musqueam Indian Band, Human Resources, e-mail [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca), 6735 Salish Drive, Vancouver, BC, V6N 4C4 Fax 604-263-4212**

**Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.**

**This posting will remain open until hired**

***\* Only short-listed applicants will be contacted.***