



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

CAREER OPPORTUNITY

JOB POSTING: Director of Finance

CLASSIFICATION: Permanent

TERM: Part Time

LOCATION

Located in south eastern part British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards and forests. The population of Creston is 5,000 and the trading area serves about 15,000 people. The Lower Kootenay Band (LKB) has 200 plus members and is a member of the Ktunaxa Nation.

Position Summary

The Director of Finance provides financial expertise, consultation and leadership to the Lower Kootenay Band (LKB). The position develops, in cooperation with staff and for approval by Council, short, medium and long-term integrated budget and cash flow projections and financial management plans to correspond with community development plans and special projects. This position is responsible for the accounting functions including supervising payroll, property tax calculations and audit. This is a complex organization, both structurally and financially as it includes for-profit and non-profit segments and multiple funding sources. This requires the application of a variety of accounting procedures from public sector to business accounting.

Reporting

The successful candidate will report to the Director of Operations.

Position Qualification

- Accounting Designation of CA, CGA or CMA
- or 10 years related experience within an accounting office, or another First Nation.

Required Skills, Knowledge and Experience

- Minimum of five (5) years previous experience in a senior administrative position with significant experience in a leadership capacity
- Knowledge of Aboriginal Affairs and Northern Development Canada (AANDC), Health Canada, CMHC, and First Nation funding
- Knowledge of internal controls, audit requirements and procedures and corporate business tax returns.
- Advanced level of information technology/computer skills including proficiency in ACCPAC
- Experience in government revenue sources and taxation



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- Financial policy setting and administration
- Excellent written and oral communication skills including the ability to explain complex concepts to a variety of levels of understanding
- Familiarity with federal and provincial government policies and programs related for First Nation's governments and organizations as well as their special reporting requirements.

A knowledge of and appreciation for the culture, values and political objectives of the Ktunaxa Nation would be a definite asset.

Please submit your cover letter and resume marked "**confidential**" to:

**Director of Operations
Lower Kootenay Band
830 Simon Rd.
Creston, BC V0B 1G2
Fax: 250-428-7686
Email: lkbcoo@lowerkootenay.com**

Closing Date: April 23, 2015

Start Date: May 4, 2015

Please not that only those selected for an interview will be contacted.