



LOWER KOOTENAY BAND

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

Job Title:	Finance Manager	
Location:	Type of Position:	Hours:
Wilfred Jacobs Building	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Contractor	35 Hours / Week 8:30am – 3:30pm
Reports to:	Oversees:	
Director of Finance	Finance Clerk, Finance Officer, AP & AR Clerks	

Job Description:
<p>The Finance Manager is responsible for the overall day-to-day financial management and accounting for LKB including preparation of year end and overseeing annual audit processes. The Finance Manager is responsible for management of the accounting system and its processes including review of general ledger, reconciliation of accounts, filing of GST, as well as month end including reconciling banks.</p> <p>This position will work closely with the Director of Finance to ensure all Public Sector Accounting and Auditing standards are met along with all internal policies and procedures. This position also manages and provides leadership to the Finance Department and is a member of the management team, playing a key role in the development and implementation of the Financial Administrative Law and associated policies.</p> <p>The Finance Manager reports to the Director of Finance and to the Director of Operations. The Finance Manager will ensure the progression toward the community's vision by ensuring compliance with all policies, fiscal and legal regulations.</p>
Contribution:
<p>The overall objectives of this position are determined by the Director of Finance and Director of Operations. The Manager must be able make decisions which balance the financial capacity of LKB with the need to implement the overall objectives as established by Chief and Council and the Band Administrator in relation to the organizational strategic plan. The Manager must be able to make extremely difficult decisions, establishing financial priorities from competing demands, with limited resources. They must also make sound decisions regarding the most efficient manner of recording and reporting financial transactions and monitoring the overall spending of the First Nation. Lastly, this position is responsible for tracking, safekeeping and lifecycle costing of resources.</p>



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Responsibilities and Duties:

Leadership	<ul style="list-style-type: none">• Manage and provide overall direction to the Finance Team on day-to-day operations and management of the entire financial system across all entities.
Year End and Audit	<ul style="list-style-type: none">• Prepare and manage year end requirements including reconciling accounts, reviewing account balances, ensuring audit documentation is recorded and available.• Support the compilation and production of all information required for the financial audit and ensure successful completion of the audit according to pre-determined standards and timetable.
Financial Management	<ul style="list-style-type: none">• Support and manage all accounting, financial and payroll systems including:<ul style="list-style-type: none">○ -monthly bank reconciliations,○ -filing of GST and other government reports,○ -budget maintenance,○ -recording accounts payable, reviewing accounts for correctness and reclassing entries as needed,○ -management, recording and tracking of project funding and deferrals,○ -management, recording and tracking of accounts receivables,○ -maintain cash controls,○ -work with organizations to meet processing deadlines for payroll and accounts payable including year-end cutoffs,○ -record deferrals and accruals as required,○ -support revenue management processes including timely recording of ISC and other government payments, grant funding including monthly reconciliation.
Funding Analysis	<ul style="list-style-type: none">• Manage and actively monitor compliance with contracts, funding, and expenditures with Indigenous and Northern Affairs Canada (INAC) and other funding agencies;• Prepare cash flow requirements for projects in relation to approved funding;



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	<ul style="list-style-type: none"> • Provide all financial reporting required by schedule and providing special reports as needed; • Oversee funding and appropriate disbursement of funds to the different departments.
Other Tasks	<ul style="list-style-type: none"> • Prepare, track and process annual lease invoices, • Reconciliation and filing of GST, PST, and other government reporting requirements, • Support member distribution payments as necessary • Reconcile project funding, support managers in reporting on funding, • Track and support tangible capital asset requirements, • Perform LKB 'for-profit' entities including month end and year end, • Oversee management, reconciliation and posting of credit card system, • Support monthly reconciliation of interfund transfers, • Ensure signatures and approval requirements for spending are in place and are met,

Qualifications / Requirements:

Key Competencies:

- High level knowledge of public sector entities (government);
- Thorough knowledge of GAAP;
- Sound knowledge of manual and automated financial accounting, reporting and control systems;
- Sound written and verbal communication skills and the ability to discuss issues in a language suitable to the audience;
- Advanced communication, strategic planning, and problem-solving skills;
- Ability to apply research methods, statistical and cost analysis techniques, quantitative and qualitative analysis as applies to performance measure and forecasting;
- Ability to research, analyze and merge complex subject matter to summarize, identify issues and trends, and to generate recommendations in a language suitable to the audience;
- Ability to lead by example, demonstrating leadership, client services attitudes, integrity, creativity and enthusiasm in achieving results directly and through staff work teams;
- Ability to manage staff collaboratively in a team environment, utilizing effective team building, communication and management techniques;



- Ability to establish and maintain relationships, and collaborate effectively with internal and external stakeholders to develop, manage and evaluate programs/ services considering client needs, services delivery interrelationships and service potential'

Impact/Accountability:

- The Finance Manager is accountable to the Director of Finance, Director of Operations and ultimately to Chief and Council. They will be evaluated based on their ability; to maintain and improve financial process and systems, provide timely and relevant information to users and to ensure the overall financial management systems are working as intended. There is an impact of the decisions of this position that affect staff, citizens and the legal and financial liability of LKB.

Education & Experience:

- Two years of post-secondary in accounting;
- CPA or CAFM designation or student currently enrolled in either program preferred;
- Minimum of 2 years' experience managing, directing and leading employees;
- Extensive accounting software experience;
- Experience in financial management and accounting processes, including payroll;
- Experience in government revenue and taxation systems including CRA, GST, PST knowledge;
- Familiarity with federal and provincial government policies and programs related for First Nation governments and organizations as well as their special reporting requirements;
- Experience developing and preparing a variety of financial reports including the ability to analyze, forecast, reconcile and take corrective actions;
- Knowledge of internal controls, audit requirements and procedures and corporate business tax returns.
- Strong knowledge of regulations and governance related to accounting and finance (GAAP);
- Demonstrated knowledge of Ktunaxa/Aboriginal people preferred;
- Valid BC Driver's license.

Skills:

- Advanced proficiency in all Microsoft systems with focus on Excel
- Strong financial management skills
- Ability to manage projects and other time sensitive activities
- Ability to complete tasks requiring a high level of concentration despite frequent interruptions
- Strong oral and written communication
- High level of organization and attention to detail



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- Ability to maintain strict confidentiality
- Ability to meet deadlines
- High level of proficiency using accounting and reporting software including basic trouble shooting

Working Conditions/Job Environment:

- Physical environment - Office based setting
- Physical Effort - Extensive computer usage, Prolonged sitting at a workstation
- Mental / Sensory / Emotional Environment/ Emotional Effort - Difficult, complex work
- Position Required Travel - Occasional travel within the Territory and occasional travel outside of area requiring overnight stays.

Created and Approved By: Matty Fedorowich	Title: Human Resource Administrator
Date: June 2026	