



Job Posting: Director of Finance

Location: Hazelton, BC (Hybrid work option may be considered)

Employment Type: Full-Time, Permanent

Department: Finance

Reports To: Chief Executive Officer (CEO)

Closing Date: May 22, 2025

Start Date: ASAP

Position Summary:

As the Director of Finance, you will play a key leadership role in overseeing the financial strategy, operations, and compliance of Gitanmaax Band. This is a hands-on role ideal for a strategic thinker with deep financial expertise and a passion for community-driven impact. You will lead budgeting, forecasting, reporting, risk management, and compliance, while ensuring financial transparency and accountability across all levels of the organization.

Key Responsibilities:

1. Financial Strategy & Management

- Lead the development of short- and long-term financial strategies.
- Oversee budgeting, forecasting, financial reporting, and cash flow.
- Deliver timely and accurate financial analyses to Chief & Council and senior leadership.

2. Reporting & Compliance

- Prepare monthly, quarterly, and annual financial statements.
- Ensure adherence to GAAP, federal/provincial regulations, and funding agreements.
- Coordinate internal and external audits.

3. Budgeting & Planning

- Lead the annual budgeting process across departments.
- Monitor performance and provide strategic financial insights and recommendations.

4. Risk Management

- Identify and manage financial and operational risks.
- Establish strong internal controls and procedures.

5. Leadership & Development

- Mentor and manage a high-performing finance team.
- Promote financial literacy across departments.

6. Stakeholder Engagement

- Collaborate with Chief & Council, department leaders, auditors, and funding bodies.
- Represent the finance department in community and external meetings.

7. Governance

- Ensure compliance with policies, laws, and Financial Administration Law.
- Provide guidance on procurement and contract management best practices.

Qualifications

Education & Certifications:

- Bachelor's degree in finance, Accounting, or related field required.
- CPA designation preferred (or in progress). MBA is an asset.

Experience:

- Minimum 5 years of progressive finance experience, with at least 2 in a leadership role.
- Experience in Indigenous communities or First Nations governance preferred.
- Knowledge of financial software such as Xyntax, Sage, or Adagio is an

asset. Skills & Attributes:

- Strong knowledge of GAAP and financial principles.
- Excellent analytical, leadership, and interpersonal skills.
- Ability to communicate complex financial information to non-financial audiences.
- High integrity, professionalism, and a solutions-oriented mindset.

Additional Requirements

- Clean Criminal Record Check.
- Valid driver's license and reliable transportation.
- Willingness to travel occasionally and work extended hours during key financial periods.

Salary:

- Salary: \$ \$96,000 to \$128,000 Annually (depending on experience and qualifications).

Working at Gitanmaax Band

We offer a supportive and inclusive work environment rooted in cultural integrity and mutual respect. Along with a competitive salary based on experience, employees enjoy a comprehensive benefits package that includes extended health, dental, and vision care, generous paid time off, and employer-supported retirement savings. We're committed to your growth through ongoing professional development opportunities, and hybrid work arrangements may be considered. Join us and be part of a community-focused mission that truly makes a difference for future generations.

How to Apply:

Please submit your **resume** and **cover letter** to s.lambie@gitanmaax.com on or before May 12, 2025, with the subject line:

Application – Director of Finance

We thank all applicants for their interest; however, only those selected for an interview will be contacted.