



Kamloops Aboriginal Friendship Society

125 PALM STREET KAMLOOPS BC V2B 8J7
Phone: 250-376-1296 Fax: 250-376-2275

Kamloops Aboriginal Friendship Society

Finance Manager Employment Opportunity

The Kamloops Aboriginal Friendship Society (KAFS) is a registered Charitable organization established in 1972. KAFS Provide services to a wide range of services and clientele in Kamloops.

Scope of the Position

As a vital member of the senior management team, the Finance Manager will bring significant financial knowledge to KAFS and will be responsible for all financial operation under the direction of the Executive Director; including, planning, budgeting, implementing, managing and controlling all financial related activities of KAFS. The position will have direct responsibility for financial strategic planning, accounting, budgeting, forecasting, job costing, financial negotiations, contract compliance, investment, Analysing and financial risk management.

Education and Experience

- Post-secondary education in finance; and
- 5 years experience working with a First Nations organization in a financial position; or
- An equivalent combination of education and experience.
- CPA, CMA, CGA, CA OR CAFM designation and a member in good standing with the Chartered Professional Accountants of British Columbia;
- Extensive Adagio software experience;
- Experience in full cycle accounting;
- Experience working with Executive Directors, and a Board of Directors
- Experience in compiling and interpreting data, budgets and statistical analysis;
- Experience researching, analyzing, interpreting, evaluating and developing solutions using complex data to produce recommendations to the KAFS Executive Director and Board of Directors;
- Evaluate and advise on the impact of long-range planning, the introduction of new program strategies and regulatory action
- Establish and maintain strong relationships with the Management team and the Executive Director to identify their needs and seek full range of business solutions
- Manage processes for financial forecasting, budgets and consolidation and reporting
- Ensure that adequate internal controls are in place and ensure compliance with Generally Accepted Accounting Principles (GAAP) and applicable federal, provincial and local regulatory laws and rules for financial and tax reporting;
- Develop, update and ensure implementation of/ compliance with Financial Policy and procedures;
- Ensure all financial reporting requirements are met for operations and special projects;
- Provide financial reports, advice and recommendations to the Executive Director and Board of Directors, attending meetings and responding to questions/requests for information;
- Ensure compliance by the Program Managers with Contracts/Agreements for all funding agencies;
- Develop capital projects costs and benefits analyses, providing recommendations and managing capital expenditures;

- Ensure systems are in place to monitor purchasing, tendering and other financial transactions;
- Ensure that all assets of the organization are insured appropriately and that an asset management system is in place;
- Provide input for the audit process, liaise with auditors and implement recommendations into the organization's operation;
- Provide appropriate correspondence and financial reports on behalf of the Executive Director;
- Ensure compliance with the signing authority policy and procedures;
- Contribute to the overall Management of the KAFS through team management meetings;
- Ensure the requirements of annual licensing are met including the BC Societies Act;

Knowledge, Skills and Abilities

- Proven experience in a Charitable organization accounting, auditing, budgeting, payroll, financial planning and analysis. Thorough knowledge of Generally Accepted Accounting Principles;
- Ability to deal with complex and politically sensitive issues and make timely and sound recommendations;
- Possess conceptual skills to identify and analyze situations and challenges and manage these to a resolution;
- Good judgement, tact, strong interpersonal skills, demonstrated initiative;
- High level of integrity and dependability;
- Knowledge of First Nations and non-First Nations taxation issues;
- Indigenous ancestry is preferred or extensive experience working within an Indigenous environment;
- PC proficiency is essential (Windows, Adagio accounting software);
- Ability to work evenings and weekends when required;
- A clean Criminal Record Check is essential
- Valid BC drivers license, and a reliable vehicle is essential

Hours: Full time 37.5 hours per week, Monday to Friday 8:30 to 4:30, flexible work hours will be required (e.g. some evenings and weekends). Salary and benefits package are negotiable.

Application Procedure: Interested candidates are invited to send a current resume and cover letter to:

Closing Date: April 17, 2019

Victor Tom, Executive Director
Kamloops Aboriginal Friendship Society
125 Palm Street
Kamloops BC V2B 8J7
Email: executivedirector@kafs.ca Fax: (250) 376-2275