

## **JOB POSTING**

### **FINANCE OFFICER**



**WET'SUWET'EN**  
FIRST NATION

Phone: (250) 698-7307

Fax: (250) 698-7480

Email: [chief@wetsuweten.net](mailto:chief@wetsuweten.net)

**POSITION TITLE:** Finance Officer

**PRIMARY RESPONSIBILITIES:** The Wet'suwet'en First Nation Finance Department is seeking a professional and highly skilled individual to undertake the administrative and financial reporting functions of the office on a fulltime basis. The Finance Officer will report to the General Manager and/or the Chief and Council. This position will be at 35 hours per week.

#### **ROLES AND RESPONSIBILITIES:**

- Maintain the general ledger
- Prepare monthly financial statements/reconciliation of bank statements
- Prepare annual cash flow statements
- Prepare for year end audits
- Prepare the Annual Budget Package for approval and assist departments with their budget formulation
- Produce departmental financial reports
- Remittances to Receiver General and WCB
- Prepare Payroll, Accounts Receivable, Accounts Payable, Bank Deposits, and T4s
- Produce financial reports for Chief and Council as requested
- Account reconciliations monthly

#### **QUALIFICATIONS AND REQUIREMENTS:**

- High School Diploma and College Degree or Financial Certification with a minimum of 5 years professional work experience
- Must treat confidentiality as a priority in the workplace and demonstrate good judgment
- Experience working in a First Nation setting
- Reliable, strong interpersonal and organizational skills
- Excellent communication skills, both written and oral
- Ability to learn and apply new skills in a quick and confident manner
- Knowledge of computer software applications, ability to create spreadsheets for reporting purposes
- Must be fully trained in Paydirt Payroll Software and Adagio Accounting Software
- Ability to work independently and understand financial accounting principles
- Experience with Fund Accounting
- Knowledge of Wet'suwet'en language and culture an asset
- Possess a valid BC Driver's License and have own transportation
- Must undergo a Criminal Record Check

**WAGE RANGE:** To commensurate with education and experience.

**APPLICATION DEADLINE:** Monday, June 20, 2022

Please submit a cover letter with an updated resume with (3) references pertaining to the Finance Officer to the address below.

**WET'SUWET'EN FIRST NATION**  
**ATTENTION: Debbie West, General Manager**  
**P.O. Box 760, Burns Lake B.C. V0J 1E0**  
**FACSIMILE: 250-698-7480**  
**EMAIL: [gm@wetsuweten.net](mailto:gm@wetsuweten.net)**  
**NO PHONE CALLS PLEASE**

**ONLY THOSE THAT ARE SUCCESSFUL APPLICANTS WILL BE NOTIFIED**

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British Columbia V0J 1E0

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