

# EMPLOYMENT OPPORTUNITY

<b>Position Title</b>	<b>Chief Financial Officer (Tsartlip Group of Companies)</b>
<b>Reports to</b>	Chief Executive Officer
<b>Wage</b>	\$115,000 - \$135,000 per year
<b>Classification</b>	permanent, full time
<b>Location</b>	1 Boat Ramp Road Brentwood Bay, BC
<b>Application Package</b>	Resume, Cover Letter
<b>Process</b>	Email application package to Lori Fitzgerald, CPHR at hrgbc1704@gmail.com
<b>Deadline</b>	4:00PM on Friday, June 7, 2024



The **Chief Financial Officer (CFO)** is responsible for the financial management of the Tsartlip Group of Companies (TGoC) including budget analysis and management, financial modeling and reporting, cost benefit analysis, forecasting needs, accounting operations, mergers and acquisitions and investment strategies.

The **CFO** offers analyses and financial perspectives necessary for corporate decisions and strategic planning. In addition to providing financial leadership to the finance team and company, this position is also responsible for the administration, planning, forecasting and analysis of the financial risk- based models related to lines of business.

## Responsibilities

- Drives the corporate strategy in collaboration with the Chief Executive Officer (CEO) to verify the financial health and sustainability of the corporation.
- Partners with the CEO and other senior team members on the strategic vision of the TGoC including cultivating and fostering strategic relationships and potential alliances; responds to operational and strategic issues as they arise; engages in the growth agenda including acquisition strategies; and ensures the Finance and Administration function supports the TGoC at a strategic and operational level.
- Works collaboratively with corporate management and leadership in preparing the draft annual budgets and, with advice and input from the CEO, prepares any draft amendments to the component of the annual budget.
- Provides monthly/quarterly reporting basis to review adherence to dept budgets, budget variances and forecasting future results through balance sheets and profit and loss statements.
- Works with the CEO and finance team to create, review and update Taxation Laws.
- Negotiates and monitors compliance with agreements and funding arrangements and legal obligations entered by the TGoC, and with any policies, procedures and directions of the Administrator and Council respecting the financial administration of the Nation.
- Creates and/or recommends risk management and security controls procedures for the safeguarding of assets and for identifying and mitigating financial reporting and fraud risks.
- Provides strategic recommendations based on financial analysis and projections, and revenue/expense analysis.
- Supports the CEO and Board in the provision of financial and nonfinancial information, both historic and forward looking to support decision making.
- Prepares materials and presents, as required, financial information, including monthly financial statements to the CEO, Board and Management Team.
- Collaborates with the CEO and management team on developing the operating budget. Oversees long-term budgetary planning and cost management in alignment with the strategic plan.
- Provides timely and accurate analysis of budgets, financial reports, and financial forecasting.
- Provides financial discipline and business decision support to evaluate long term and short-term strategic business opportunities.
- Ensures the financial systems, policies, procedures, directions, and internal controls are appropriately designed and operating effectively; and oversees financial internal controls and coordination of all financial audits.

- Manages TGoC assets by ensuring compliance and control and responds to regulatory developments, including financial reporting, capital requirements, and corporate responsibility.
- Reviews, develops, re-designs, and recommends financial policies and procedures within general accepted accounting principles (GAAP) and corporate guidelines to ensure sufficient cash flow, reduce operating costs, and increase revenues.
- Reviews all formal administration related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.
- Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these.
- Prepares, submits and reports on programs and other financially related reports accurately and in a timely manner to ensure that the budget requirements are being met, as required by the CEO.
- Advises on contract negotiations from a financial impact perspective.
- Demonstrates ethical leadership and business integrity.
- Executes departmental human resource related initiatives including staff selection, setting strategies and objectives, prioritizing work, ensuring proper training, completing annual performance reviews and plans, encouraging employee professional development, discipline, and resolution of labour relations issues.
- Trains and/or mentors Finance staff on duties and responsibilities for successful onboarding. Provides guidance on attracting and developing key team members.
- Manages collaborative relationships and potential conflicts.
- Undertakes the annual review of TGoC's insurance policies including but not limited to general liability; directors & officers' liability, commercial property, equipment, and fleet insurance; and group benefits plan.
- Develops and maintains various stakeholder relationships and engagements, including with the external auditor, investors and analysts, banks, regulators, and government.
- Creates an environment where the finance team are able to understand and share the vision and aspirations of the TGoC.
- Serves as a role model for other functions in the areas of transparency, quality, ethics, and innovation.

#### **Education and Experience**

- CPA, CMA, CGA, or CA designation; and
- Bachelor Degree in Accounting or Finance; and
- 10+ years of progressively responsible financial experience including at least four (4) years within a First Nation, or
- An equivalent combination of education and experience.
- Experience executing complex financial models and forecasts.
- Minimum of four (4) years' experience managing, directing and leading employees.
- Experience compiling and interpreting data, budgets and statistical analysis.
- Experience developing and preparing a variety of written reports, analysis, forecasting, presentations and other documentation in accordance with Administrator directives or regulatory guidelines.
- Extensive financial software experience.
- Experience in full cycle accounting.
- Clean criminal record check.

*Preference may be given to persons of Aboriginal ancestry and/or having knowledge of the WSÁNEĆ culture and traditions.*