

XAXLI'P
JOB DESCRIPTION



GENERAL INFORMATION			
Title:	Finance Manager	Department:	Administration
Reports to:	Executive Director	Classification:	1.0 FTE
Wage:	\$45-\$55 per hour based on qualifications and experience (Negotiable)		

Xaxli'p is committed to creating a safe, healthy, and empowering environment for our community members. We strive to provide meaningful programs and activities that encourage personal growth, resilience, and connection to our cultural values and traditions.

POSITION SUMMARY & PURPOSE

The Finance Manager is responsible for managing the accounting activities aimed at providing Xaxli'p leadership and management with timely, complete, and accurate financial information as defined in its Financial Policies and Procedures as the basis of making well informed business decisions including the safekeeping and protection of assets.

RESPONSIBILITIES

- Provides regular and timely updates of the financial performance and issues by providing financial reports.
- Administers, recommends and assists in formulating Financial Policies and Procedures.
- Develops and submits annual operating, capital, and debt-servicing budgets in conjunction with program Managers.
- Research and guides decisions regarding financial risk management and investments.
- Ensures all Financial transactions are valid, authorized and appropriately recorded in the General Ledger and confirms a secured back-up system is in place.
- Implements proper filing and safekeeping of source documents.
- Evaluates sufficiency of control measures specifically but not limited to approval requirements, budgetary limits and use of Purchase Orders.
- Monitors cash inflows from Funding Agreements and prompt collection of receivables (A/R): and on cash outflows to payroll, operating expenses, and timely payment of payables (A/P), including Government remittances (Taxes, CPP, EI, WCB), Insurance premium and other obligations.
- Periodically reconciles Bank Statements, and other Subsidiary records with the General Ledger.
- Administers insurance coverage of band owned buildings, houses, and vehicles.
- Prepares all document records and attends to audit requirements.
- Initiates Performance Evaluation of employees in the Finance Department.
- Support Finance staff employees by recommending training when applicable.
- Ensures all regulatory requirements of payroll are met.
- Oversees A/P, A/R, and payroll.
- Assists in developing finance-related job descriptions.
- Maintains confidentiality in all matters.
- Other duties as may be assigned by the Executive Director.

QUALIFICATIONS

Education, Training and Experience

- Professional Accounting Designation with experience in all related areas of Accounting (A/P, A/R, Payroll, General Accounting, Budgeting, Financial Statements, Project Cost Accounting, Taxation). OR Combination or relevant education and experience.
- Minimum two (2) years experience managing a finance team
- Related Accounting Software Experience (Sage)

Knowledge, Skills and Abilities

- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Strong technology skills and ability to work as a member of a multidisciplinary team.
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships.
- Ability to develop consultative relationships with the Executive Director and other Program Managers.
- Ability to write concise reports to various audiences.
- Ability to represent and to promote Indigenous services.
- Effective communication skills with individuals at all levels of the organization
- Computer literate, including effective working skills of MS Word, Excel and e-mail
- Ability to adapt to and learn new software
- Able to work efficiently as a part of a team as well as independently
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work

WORKING CONDITIONS

The job duties and responsibilities of this position vary in complexity and often require interpretation as well as strong administrative skills to determine the best approach. The busy work schedules associated with Xaxli'p require this position to be flexible in terms of daily work hours, with tasks often being of an urgent or time-sensitive nature. The scope of work is diverse, and mental stress may be a factor when dealing with operational or employee related concerns.

This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities and obligations of this position may be modified from time to time, through discussion between the Manager and/or Administrator and the incumbent, to effectively meet the requirements of Xaxli'p.

Please submit your resume and a cover letter outlining your qualifications and passion for Finance to:

Email: admin@xaxlip.ca or **Mail** to Xaxli'p, PO Box 1330, Lillooet, BC, V0K 1V0

***Xaxli'p** is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Members (Must have the required qualifications, as defined, for the position)*