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135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

**POSITION:** Finance Manager  
**HOURS:** 8:30 AM–4:00 PM,  
Monday–Friday  
**REPORTS TO:** General Manager  
**ANTICIPATED START DATE:** May 11<sup>th</sup>, 2020  
**POSTING CLOSES:** May 4<sup>th</sup>, 2020

Saik'uz First Nation is seeking a reliable, full-time Finance Manager. The Finance Manager distributes the resources of the Saik'uz Administration, is responsible for budget planning, and supports the management team by offering insights and advice that will allow them to make the best decisions for the Administration.

#### **RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO):**

- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action
- Maintain the financial health of the organization
- Conduct reviews and evaluations for cost-reduction opportunities
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met
- Manage the Administrations' financial accounting, monitoring, and reporting systems
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained
- Correspond with various other departments, discussing Administration plans and agreeing on future paths to be taken
- Support project analysis, validation of plans, and ad-hoc requests

#### **QUALIFICATIONS & SKILLS:**

- Certification in Finance, Accounting, Economics, or a related field
- Experience in the financial sector
- Proficient user of finance software (knowledge of Adagio an asset)
- Strong interpersonal, communication, and presentation skills
- Able to manage, guide, and lead employees to ensure appropriate financial processes are being used
- Punctual, reliable, and honest with strong time-management skills
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations an asset

Please submit your cover letter and resume to in-person to Tracy Appel, General Manager, via e-mail at [general.manager@saikuz.com](mailto:general.manager@saikuz.com) by **4:00 PM** on **May 4<sup>th</sup>, 2020**.

**We thank you everyone for their interest; however, only those selected for an interview will be contacted.**