



POSITION DESCRIPTION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

Position Title: DIRECTOR OF FINANCE
Effective Date: August 5th, 2017

POSITION SUMMARY

The Director of Finance is responsible for providing leadership, direction and professional support for the planning, management and administration of the financial affairs and systems of the Lilwat Nation, and the day-to-day accounting activities of the Finance Department.

DUTIES AND RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with Lilwat Nation formal Laws, Plans, Policies, Standards and Procedures, and as directed by the Chief Operating Officer (COO).
- Maintains confidentiality on all matters related to the affairs of the Lilwat Nation.
- Manages the overall administration of the financial affairs of the Lilwat Nation consistent with the approved Vision, Mission and Value Statements of the Lilwat Nation.
- Manages the overall administration of the financial affairs of the Lilwat Nation in accordance with all applicable external Statutes, Regulations and Agreements.

Leadership

- Provides leadership and support, in consultation with the COO and the Finance and Audit Committee, to the Lilwat Nation Community and the Chiefs and Council in the planning, management and reporting of the Lilwat Nation financial affairs.
- Provides leadership, direction and support, in consultation with the COO, to the Finance and Audit Committee in the exercise of their duties and responsibilities.
- Provides leadership and support to the Lilwat Nation Administration Senior Managers in the planning, development and management of Program and Department financial affairs.
- Provides leadership, direction and support to staff of the Finance Department in the planning and exercise of their duties and responsibilities.
- Provides leadership and support to the Lilwat Nation operating corporate entities in the planning, management and reporting of their financial affairs, as requested.

Lilwat Nation Chiefs and Council

- Provides support to the Lilwat Nation Chiefs and Council in the orientation of new members of Council.
- Participates in meetings of the Lilwat Nation Chiefs and Council, as requested.
- Keeps the Chiefs and Council informed, upon consultation with the COO, of important information that may affect or influence the financial affairs of the Lilwat Nation.

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Reporting To: Chief Operating Officer

DUTIES AND RESPONSIBILITIES – *Continued*

Finance and Audit Committee

- Provides information and support in the development and review of the Finance and Audit Committee Terms of Reference.
- Manages the overall development of regular and special financial reports for the Lílwat Nation Finance and Audit Committee and assists in the presentation of the reports.
- Keeps the Finance and Audit Committee informed of important financial information upon consultation with the COO.
- Consults with the COO and the Finance and Audit Committee in the management of the Lílwat Nation financial affairs, as required.
- Provides information and support in the orientation of new members of the Finance and Audit Committee.

Reporting

- Ensures monthly financial statements and reports packages are prepared in accordance with Lílwat Nation Laws and policies and professional accounting standards, reviewed with Program Directors and amended as required.
- Prepares quarterly financial statements report packages for Finance and Audit Committee and the Chiefs and Council, in consultation with the COO.
- Presents financial statement report packages to the Finance and Audit Committee and the Chiefs and Council.
- Prepares other documentation and financial information required by the Chiefs and Council or the Finance and Audit Committee, in consultation with the COO.
- Coordinates the design, development and implementation of financial reporting systems, financial reporting templates, and financial monitoring systems.
- Prepares financial information, analysis and other reports required for the Lílwat Nation Annual Report.
- Attends and presents financial information at the Lílwat Nation Assembly and community meetings, as approved by the COO and the Chiefs and Council.
- Oversees, supervises, directs and coordinates development of information for the external auditors.
- Assists in the preparation and presentation of financial information to the Board of Directors of Lílwat Nation Corporate Entities, as requested.

Policy and Systems

- Develops, documents, and maintains financial systems, policies, procedures, directions and internal controls for the financial administration systems in accordance with Lílwat Nation's Financial Administration Law.
- Reviews existing financial policies and procedures, recommends changes and manages the development processes.

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DUTIES AND RESPONSIBILITIES – *Continued*

Policy and Systems – *Continued*

- Participates in committees or working groups to review, monitor and assess financial management systems.
- Ensures that financial management systems and policies and procedures are operating and being administered effectively.
- Evaluates financial administration systems, recommends improvements and implements appropriate internal controls.

Planning

- Provides information and participative support in the development and review of the Lílwat Nation Strategic Plan.
- Manages the overall development of operational and financial budgets of annual and multi-year financial plans and capital plans on an annual basis including:
 - creating and maintaining a budget development calendar
 - establishing the format for budgets and developing budget templates
 - coordinating and participating in budget planning sessions with the Chiefs and Council, Finance and Audit Committee, and the Chief Operating Officer
 - facilitating annual budgeting sessions with Program and Department Directors
 - ensuring budget deadlines are met
 - assisting and advising Program Directors during the budgeting process
 - preparing draft consolidated budgets, executive summaries and other reports to support presentation to the Chief Operating Officer, the Chiefs and Council and the Finance and Audit Committee
 - presenting consolidated budgets, multi-year financial plans and capital plans to the Finance and Audit Committee and the Chiefs and Council
- Manages the development and oversees the implementation and management of the Finance Department's multi-year and annual operating and financial plans.

Human Resource Management

- Provides information and support in the development and review of the Lílwat Nation Employee Policy Manual and ensures that applicable human resource affairs of the Lílwat Nation, including the Finance Department are administered in accordance with approved Employee Policy.
- Develops, in consultation with the Chief Operating Officer, Finance Department staff and the Human Resources (HR) Manager, a three (3) year and annual Finance Department Human Resource Plan, and administers the Plans as approved by the Chief Operating Officer.
- Manages the overall development and administration of human resource succession plans for the Finance Department, in consultation with the Finance Manager, COO and the HR Manager.

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DUTIES AND RESPONSIBILITIES – *Continued*

Human Resource Management – *Continued*

- Ensures that all Finance Department employees and independent contractors have the qualifications and work ethics to perform their duties, responsibilities, and work plans.
- Leads and supports in the recruitment and selection of Finance Department employees and independent contractors, and in the development and forwarding of employee offers of employment / employment agreements and contractor service agreements.
- Ensures that all Finance employees directly and personally participate in the formal Lílwat Nation Employee Orientation Program.
- Supervises, coaches and evaluates the performance of employees with a direct reporting relationship to the Director of Finance, including the development and administration of individual employee training and development plans, and ensures that all Finance employees are administered in accordance with the Lílwat Nation Employee Performance Management Program.
- Monitors and reports to the COO on the performance of independent contractors.
- Provides information and support in the development and review of Lílwat Nation Human Resource Management Programs and manages the administration of the Programs as approved, to include:
 - Employee Orientation Program
 - Direct and Indirect Compensation Program
 - Occupational Health and Safety Program
 - Employee Performance Management Program
 - Workplace Harassment / Violence Program
- Assists in ensuring that all Finance employees and independent contractors are administered in accordance with applicable Government Statutes / Standards, Regulations and Programs and Lílwat Nation Policies and Laws.
- Performs the duties and responsibilities of a Program / Department Manager, as required.

Health and Safety

- Provides information and support in the planning, development and review of the Lílwat Nation Occupational Health and Safety Policy and Program, in consultation with the COO.
- Manages the implementation of the approved Lílwat Nation Occupational Health and Safety Policy and Program for the Finance Department, to include:
 - the orientation and training of employees
 - the prevention of workplace hazards, including workplace violence
 - the exercise of employee rights, and employee and employer duties and responsibilities
 - the documentation and investigation of workplace accidents or occupational diseases

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DUTIES AND RESPONSIBILITIES – *Continued*

Financial Management

Lílwat Nation

- Monitors and prepares cash forecasts.
- Reviews and advises on banking facilities, financial institution accounts, and financial service agreements.
- Reviews all major financial transactions and agreements prior to their commitment / approval in accordance with approved financial policies and procedures and provides recommendation for further review or approval.
- Monitors debt obligations and advises on loan agreements.
- Assists the COO with identifying, assessing, monitoring and reporting on financial reporting risks and risk management.
- Works with the Finance Department staff to prepare draft annual budgets for the local revenue account, administering and maintaining local revenue accounts, and reporting requirements.
- Monitors and reports on investment accounts.
- Provides financial leadership and support to all Program and Department Directors in the management of their financial affairs, to include the review of Program operating results and funding agreements.
- Assists in the negotiation of Lending Agreements with Financial Institutions / Agencies, as assigned.
- Ensures all financial records are current, accurate, and recorded and filed in a manner that reflects professional and acceptable accounting practices.
- Provides professional support in the preparation of Corporate Tax Returns.
- Monitors the Lílwat Nation's compliance with agreements, funding arrangements and reporting requirements.
- Oversees the development, providing and presenting of financial information or analysis required by the COO, the Chiefs and Council and the Finance and Audit Committee.
- Provides information and professional support to the COO and the Capital Projects Manager on the acquiring and review of capital project funding.
- Provides information and support to the COO in the identification, assessment and the monitoring and reporting on financial risks and risk of fraud.
- Ensures, in consultation with the COO, that the Lílwat Nation maintains adequate property, liability and other insurances, as required.
- Provides professional support for the administration of the affairs of the Emergency Operational Center.

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DUTIES AND RESPONSIBILITIES – Continued

Financial Management – Continued

Finance Department

- Manages the overall Finance Department and all financial and accounting activities, to include cash receipting, cash flow management, income / revenue control, contractual administration, purchasing, accounts payable and receivable, banking, short and long term debt management, investments, asset management, payroll, benefits administration, general ledger, and Financial reporting, including actual analysis to budget, follow up and corrective action.
- Manages the overall assessment, acquisition and management of Accounting Software and Network Systems.
- Ensures that the Finance Department carries out its duties and responsibilities in accordance with approved Lílwat Laws and Policies, relevant external Government Statutes and Regulations, and acceptable Professional Accounting Principles and Practices.

Audit

- Oversees the coordination of the internal preparation for the year-end audit(s) and supports the external Auditor(s) in the collection and compilation of information required for the preparation of annual financial statements and reports.
- Oversees the preparation of the annual audited financial statements, schedules and notes as management's representation.
- Coordinates the presentation of the annual audit statements and reports to the Finance and Audit Committee and the Chiefs and Council, and to the Boards of Lílwat Nation Corporations, as assigned.
- Ensures a current record system is maintained for all Audit Reports.

Administration

- Oversees the development and administration of a financial and accounting record system for the Lílwat Nation and its external entities, as assigned.
- Assists in the negotiations with public and private entities for access to resources, including those held by external agencies – fiscal, capital and human, as assigned.
- Maintains a good understanding of the laws, culture, language, heritage and traditions of the Lílwat Nation.
- Participates in internal and external training as required and approved.
- Provides expertise to the Lílwat Nation on accounting and auditing standards, best practices, ethical and moral financial issues, in accordance with the Chartered Professional Accountants of Canada Handbook.
- Participates in internal and external meetings as required.
- Maintains a current knowledge of applicable legislation, laws and accounting principles.
- Assists in the planning, organizing and operation of Lílwat Nation special events.

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DUTIES AND RESPONSIBILITIES – *Continued*

Administration – *Continued*

- Keeps the COO informed of sensitive and important issues and events affecting the financial management of the Lílwat Nation, including the assessment and reporting of risk and liability.
- Performs other duties and responsibilities as necessary in the performance of the position of Director of Finance, and as assigned by the Chief Operating Officer.

PREPARED BY: _____
Name

Signature

TITLE: _____

DATE: _____

APPROVED BY: _____
Name

Signature

TITLE: _____

DATE: _____

EMPLOYEE ACKNOWLEDGEMENT:

I, _____
(*Print Name*) received a copy of the position description for the Director of Finance. My Supervisor and I have reviewed this position description together, and I have an

POSITION QUALIFICATIONS



Position Title: DIRECTOR OF FINANCE
Program / Department: Finance

Date Approved: August 5th, 2016

EDUCATION / TRAINING / CERTIFICATION

- Bachelor Degree in related discipline (Accounting, General Business Administration / Commerce)
- Professional Accounting Designation: Certified Professional Accountant CPA - CA, CGA or CMA
- Prefer Post-Secondary Courses or formal Training to include: Planning, Management, Leadership, Conflict Resolution, Teambuilding, Effective Communications, Human Resource Management and Report Writing

EXPERIENCE

- Minimum of Eight to Ten(8-10) years post-designation accounting and financial experience including three to four (3-4) years at the senior financial management level including the leadership and management of staff
- Prefer First Nations experience as a Senior finance professional
- Experience in financial planning, financial budget development and managing complex and diverse financial reporting requirements
- Corporate and Auditing experience an asset
- Experience in risk assessment and management
- Experience in government revenue and taxation
- Prefer experience working with multi organizations at the same time
- Experience working with Lílwat Nation related accounting software including Microsoft Office, Sage EAP, AccPac, Sage Intelligence, and other integrated accounting software

PERSONAL QUALIFICATIONS AND OTHER SKILLS AND KNOWLEDGE

- Knowledge of Lílwat Nation culture, language and traditions
- Knowledge of Lílwat Nation organizations and entities
- Knowledge of and a commitment to General Accepted Accounting Principles (GAAP)
- Excellent interpersonal and people management skills
- Demonstrated leadership and management skills
- Ability to organize, prioritize and manage workload
- Exceptional integrity and professionalism

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PERSONAL QUALIFICATIONS AND OTHER SKILLS AND KNOWLEDGE - *Continued*

- Strong team player with excellent teambuilding skills
- Exceptional planning, organizational and coordination skills
- Demonstrated ability to develop policies and procedures
- Exceptional mediation and conflict management skills
- Ability to work independently / with minimal supervision
- Demonstrated knowledge of related Government Regulations
- Ability to consistently demonstrate tact, discretion and sound judgment
- Exceptional oral and written communication skills
- Demonstrated commitment to fiscal management
- Exceptional analytical and decision-making skills
- Strong cultural sensitivity and understanding
- Excellent computer skills
- Criminal Records Check
- Valid BC Driver's Licence and own transportation
- Ability to travel as required for the position
- Bondable