

Postal Address:

205 Beaver Road, Suite 1
Smithers, BC
V0J 2N1



Location Address:

3873 – 1st Avenue
Smithers, BC

Telephone: (250) 847-3630

Facsimile: (250) 847-5381

www.wetsuweten.com

**Office of the Wet'suwet'en
Finance Controller
Job Description**

Job Title: Finance Controller

Hours of week: FTE - 35 Hours per week (8:30 a.m. – 4:30 p.m.)
Common hours are during the day with the exception of evenings and weekends as required.

Location of work: Office of the Wet'suwet'en
3873 – 1st Avenue, Smithers Phone: 250-847-3630

Reports to: Executive Director – Debbie Pierre

Organizational Context:

The Office of the Wet'suwet'en negotiates land, natural resources, economic development, human services and Wet'suwet'en Title and Rights on behalf of the Wet'suwet'en Nation. As the administrative body, it receives its strategic leadership and direction from the Wet'suwet'en Hereditary Chiefs, as the governing body.

Purpose:

As the Finance Controller is part of the Management Team and oversees the financial management of all programs and administrative operations of the Wet'suwet'en Nation's administration office to ensure effective program delivery in a cost-effective manner. The Finance Controller will provide supervision to the Finance Department and Receptionist to ensure effective, culturally appropriate services for the Office of the Wet'suwet'en. The Finance Controller is accountable for all financial performance and exercises all authority transmitted into the organization by the Chiefs. Finance Controller performance will be considered to be synonymous with organization financial performance as a whole.

Major Focus:

The Executive Director provides leadership and direction in financial management and evaluation of service and program delivery in the broad areas of Human and Social Services, Economic Development and Lands and resources, and Fisheries and Wildlife. The Finance

Controller will support the delivery of the programs in accordance with applicable contribution agreements, acts, regulations direction and standards. The Chiefs also provide effectiveness and efficiency of all financial areas. The Financial Controller is responsible for management of the Finance Department, contracted resources, financial and physical resources and the resolution of financial priorities and issues.

The Finance Controller has the responsibility for ongoing the financials and service delivery structure, for guiding the Office in meeting its goals, setting priorities, developing program procedures and ensuring evaluation and review financial activities are in place.

The results of the Finance Controller's performance will be considered in the following areas:

1. Accomplishment of the Chief's direction/decision;
2. Operation within the guidelines and boundaries set out in the Chief's policies on Executive Limitation;
3. Compliance with the Wet'suwet'en Charter of Governance/legislation and Chief's priorities.

Relationships:

The Finance Controller will liaise and maintain effective relationships with:

- Band and Municipal Governments
- Provincial and Federal Government officials
- Other First Nations and other stakeholders

The Senior Management Team will attend Chief meetings and provide the chiefs with regular reports on program and services. The Finance Controller will also inform the Chiefs of any problems or sensitive issues that arise with respect to finances.

Required Qualifications

Education:

- Excellent computer literacy (Microsoft Office) required
- Currently working towards CPA designation
- Experience and knowledge of Wet'suwet'en cultural and values
- Valid BC Driver's License and reliable vehicle
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Skills:

- Self-motivated
- Organizational
- Professionalism
- Problem Solving
- Communications

Roles and Responsibilities:

- Interacts with the Management Team on a routine basis and established good working relationships;
- Participates in all regular Chief meetings to report on financial and program status and to provide ongoing advice for strategic and tactical planning decisions;
- Provide interpretive documents in laymen’s terms;
- Manage the day to day Financial, Human Resources and Personnel Standards of all office staff are met;
- Work with Program Managers to ensure program accountability, financial stability, and ensure programs are adapting to changes/growth and are culturally competent;
- Provide fair and timely decisions when conflicts arise;
- Create a healthy and supportive environment;
- Be proactive, fair/impartial and provide professional leadership to the Senior Management Team, including recruitment and selection, orientation and training, performance planning and review and interpretation of policies and procedures;
- Providing information in a timely manner to Chief’s table for direction and ensure direction is implemented.

Special Knowledge

- Strong knowledge of the Wet’suwet’en Clan/House Group lineage and House Chief Traditions
- Strong knowledge of the Wet’suwet’en Culture and Traditional functions and able to participate when required.

When submitting your application for the above position, please clearly indicate how you meet the required qualifications and include the following:

1. A cover letter clearly indicating the position for which you are applying.
2. A resume with three references.
3. Job description is available upon request

A pre-skill evaluation is required following a verbal interview.

APPLICATION PACKAGES ARE TO BE ADDRESSED TO THE FOLLOWING:

Office of the Wet’suwet’en
Attn: Judy Walton
#1 - 205 Beaver Road,
Smithers, B.C. V0J 2N0

OR

*EMAIL: judy.walton@wetsuweten.com

*Subject line MUST CLEARLY STATE “Finance Controller Application”

Post Date: May 5, 2022 Close Date: May 20, 2022