



## FINANCE CONTROLLER

Yuutu?it?ath – Ucluelet First Nation (pronounced as Yuuthlu-ilth-ath) is seeking a finance professional or well-experienced accountant to join our team as Finance Controller.

Yuutu?it?ath are one of five west coast Vancouver Island First Nations who, with the governments of Canada and British Columbia, are parties to the Maa-nulth First Nations Final Agreement – Vancouver Island’s first modern-day treaty and the first multi-nation treaty under the British Columbia treaty commission process – which came into force on the Effective Date of April 1, 2011.

The Treaty is intended to achieve reconciliation by removing barriers to socio-economic prosperity, by settling claims of Aboriginal rights to land and resources, and by enabling each of the five Maa-nulth First Nations to govern themselves; subsequently, Yuutu?it?ath – Ucluelet First Nation is now progressively pursuing its right to self-governance and seeks an energetic, detail-oriented individual to join our Finance team.

Yuutu?it?ath – Ucluelet First Nation is located on the beautiful and pristine west coast of Vancouver Island. Here you will find the world renowned Pacific Rim National Park Reserve, the Wild Pacific Trail, and some of the most beautiful stretches of hiking trails, beaches and scenery that Canada has to offer. The area is also Canada’s premiere surfing destination and is popular for camping, fishing, cycling, boating, and wildlife viewing; not to mention the region is a kayaker’s paradise. The region also hosts a number of festivals each year including:

- Pacific Rim Whale Festival, which kicks off whale watching season, is a festival celebrating life on the coast.
- Edge to Edge Marathon and half marathon which starts at Long Beach
- Ukee Days – a 3 day weekend long festival celebrating west coast life featuring live music and a salmon and oyster barbeque.

The west coast communities of Ucluelet and Tofino are host to an amazing range of entertainment including dining, shopping, arts and crafts, galleries, coffee shops, and surfing schools.

If the west-coast of Vancouver Island lifestyle perks your interest and if you are serious and excited about making a positive difference for a Modern Treaty Nation, please respond in confidence:



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## FINANCE CONTROLLER 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: **Finance Controller**

Date: October 30, 2017

Supervises: Senior Accounting Assistant and Accounting Assistant

Reporting To: Chief Financial Officer

Program/Department: Finance

### **Position Summary**

The Finance Controller is a vital member of the Ucluelet First Nation Finance Department, working together with a small and dedicated team to maintain the financial accounts of the Yuutu?it?ath Government, providing accurate and timely information to colleagues and external organizations. The Finance Controller's primary role is maintaining the financial accounting system and assisting the Chief Financial Officer with year-end accounting and audit preparation, annual budgeting and monitoring, monthly financial reporting, other project reporting, as well as advising the Chief Financial Officer on matters arising in accounting, managerial accounting, investment and treasury management as well as Capital Projects financial accounting to name a few.

### **Specific Responsibilities**

#### ***General Ledger maintenance***

- Monthly bank reconciliations and other monthly accounting reconciliations as appropriate.
- Monthly recurring journal entries (e.g. loans, cost allocations).
- Analyzing and reconciling accounts receivable and accounts payable ledgers.
- Monitor Investment Accounts and record necessary monthly transactions.
- Accounting for Tangible Capital Assets
- Monitoring and analyzing intercompany due to/from account reconciliations related to the commercial holdings of Yuutu?it?ath Government for completeness, accuracy and financial reporting purposes.
- Monitoring and analyzing intercompany due to/from account reconciliations related to the social housing accounts of Yuutu?it?ath Government for completeness, accuracy and financial reporting purposes.

- Review accounting systems and financial procedures and advise Chief Financial Officer of any suggested improvements respecting effectiveness, efficiency and safeguarding of Yuułuᑭiᑭᑭᑭᑭ Government assets.
- Perform the year-end audit closing and prepare all necessary audit working papers.
- Assist the Chief Financial Officer in the preparation of annual budgets in compliance with Yuułuᑭiᑭᑭᑭᑭ Government's Financial Administration Act.
- Supervises the Senior Accounting Assistant and Accounting Assistant in the processing of daily accounting transactions (accounts payable, accounts receivable, payroll, etc...)

***Taxation:***

- GST filings.
- PST filings.

***Controlling related:***

- Analyzing budget variances and identifying and reporting as necessary
- Assist with financial management of Capital projects, project expense reporting and preparing external compliance reports for filing with funding agencies.
- Assist the CFO with the annual budget preparation process.

***Year-end related activities: assist the CFO with:***

- preparing the annual audit binders with substantiating documents and working papers.
- posting year-end accruals and deferrals.
- ensuring a proper cut-off in expense and revenue posting.
- preparing analyses of balance sheet accounts and certain revenue and expense accounts.

***Information Technology:***

- Assist with maintaining the accounting software, in consultation with the external IT providers (Sage & The Answer Company).

***Other:***

- In collaboration with CFO, regular review overall financial policy and procedures along with related accounting systems and advise and implement any improvements.
- Other related duties as assigned by the Chief Financial Officer.

**Education and Training**

- A University degree is preferable.
- A Certificate or diploma in accounting is preferable.
- A professional accounting designation is preferable.
- Ucluelet First Nation supports the objectives of the Aboriginal Financial Officers Association and the successful candidate must have a Certified Aboriginal Financial Management designation or be willing to obtain this certification through online courses with the support of Ucluelet First Nation.

## **Experience**

- Minimum Five years of progressive experience in all areas of financial accounting systems (general ledger maintenance, accounts payable, accounts receivable, payroll, tangible capital assets) including year-end closing. experience, preferably in First Nations or local government settings, including all aspects of general ledger maintenance.
- Experience in supervising a small finance team.

## **Skills and knowledge**

- In-depth knowledge of all aspects of accounting, (the general ledger, including bank reconciliations, monthly monitoring of AP/AR etc. and assistance with year-end activities).
- Knowledge of accounting frameworks (GAAP & Public Sector Accounting Board standards).
- Proficiency in budget preparation and supporting working papers.
- Experience ensuring compliance with legislation, regulation and related policies (e.g. human resources, financial policies, labour code aspects, Canada Revenue Agency guidelines).
- Strong analytical and problem solving skills, critical thinking skills with a high regard to attention to detail.
- Experience with computerized accounting systems (SAGE 300) as well as MS Office with proficiency in using Excel.
- Able to provide education and guidance to co-workers in accounting procedures.

## **Other requirements**

- Good interpersonal skills with the ability to work well within a team.
- Ability to work independently with minimal supervision.
- Cultural sensitivity and understanding.
- Able to maintain confidentiality and Privacy.
- Criminal Record Check is necessary.

**Prepared by:** Frederic Tolmie, CPA, CA  
Chief Financial Officer

**Approved by:** \_\_\_\_\_  
Rhonda Knockwood  
Director of Operations