



# Ditidaht First Nation

Physical Address:  
Balaats'adt Village  
Nitinaht Lake, British Columbia

P: 250-745-3333  
F: 250-745-3332

Mailing Address:  
P.O. Box 340  
Port Alberni, BC V9Y 7M8

Email: [reception@ditidaht.ca](mailto:reception@ditidaht.ca)  
Web: <https://nitinaht.com/>

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## Financial Controller Job Posting

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Job Title:	Financial Controller	Job Category:	Permanent Full-Time
Department:	Finance	Rate of Pay:	\$90,000- \$120,000 dependent on experience
Location:	Balaats'adt Village, Nitinaht Lake	Posting Date:	November 28 <sup>th</sup> , 2024
Reports To:	Chief Administrative Officer	Closing Date:	Posted until filled.

### Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinat Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

### Position Overview

We are seeking a dedicated and experienced Financial Controller to support our Finance Department by managing full-cycle accounting operations for Ditidaht First Nation. Reporting to the Chief Administrative Officer (CAO), the Financial Controller will play a crucial role in ensuring the integrity and accuracy of financial transactions, preparing comprehensive financial reports, and maintaining compliance with regulatory standards. This role offers an excellent opportunity to contribute to the financial stability and growth of our community while advancing your career in finance within a supportive and culturally rich environment.

### Key Responsibilities

- Support all accounting operations regarding full-cycle accounting.
- Monitor the quality of financial transactions and financial reporting.
- Ensure compliance with regulatory bodies and Ditidaht First Nation policies.
- Coordinate the preparation of budgets and financial forecasts, including reporting variances.
- Support month-end and year-end closing processes.
- Prepare and publish timely, accurate, and compliant financial statements.

- Complete reviews of reports for accuracy and completeness as required.
- Maintain charts of accounts and prepare entries for posting to accounts.
- Develop and maintain effective working relationships with Ditidaht First Nation staff and community members.
- Coach and mentor junior team members.
- Identify service gaps and develop working solutions.
- Manage and oversee corporate credit cards.
- Assist with grant and funding reporting specific to First Nations organizations.
- Support the coordination of annual audits by organizing documentation and liaising with auditors.
- Manage the insurance portfolio and risk management.
- Oversee investment funds in accordance with established policies and procedures.
- Conduct financial analysis and cash flow forecasting.
- Establish and maintain internal financial controls.
- Develop and recommend accounting standards, policies, and procedures.
- Supervise and train Finance staff.
- Collaborate with the CAO and department managers to support the development and implementation of the strategic plan and departmental work plans.
- Perform other related duties as assigned.

## Key Skills

- Proficient in payroll, bookkeeping, and record-keeping practices on both manual and computerized systems.
- Strong computer literacy, including effective working skills with Microsoft Excel, Word, and Outlook.
- Ability to administer and understand full-cycle accounting in a fast-paced environment.
- Excellent interpersonal skills; able to relate to a broad range of people.
- Self-starter who takes direction well and can work with minimal supervision.
- Strong organizational and time management skills.
- Attention to detail and accuracy.
- Ethical conduct and integrity in handling financial matters.
- Ability to work independently and as part of a team.
- Adaptability to new processes and technologies.
- Experience with Sage 300 or Sage Intacct is considered an asset.
- Experience with fund accounting and working within a First Nation government is considered an asset.
- Knowledge of First Nations financial management practices is considered an asset.
- Effective communication and presentation skills.
- Strategic Planning and Collaboration: Ability to work with senior leadership and department managers to develop and implement strategic and departmental plans.



## Preferred Qualifications

- CPA and/or CAFM designations considered an asset.
- Minimum of five (5) years of progressive experience in accounting or finance, with at least three (3) years in a supervisory role.
- Bachelor's degree in finance, accounting, or a related field, or an equivalent combination of training and work experience.
- Experience working with full-cycle accounting processes.
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).
- Understanding of business, accounting, management, and practice development principles.
- Experience working with Indigenous communities or organizations preferred.
- Knowledge of federal and provincial government funding programs and reporting requirements is an asset.
- Proficiency in accounting software and Microsoft Office Suite.
- An acceptable combination of education and experience may be considered.

## Other Requirements

- High degree of trust and confidentiality.
- Maintain positive, professional working relations with staff, community, and external agencies.
- Exercise objectivity, transparency, and accountability.
- Lifestyle consistent with the duties and responsibilities of the position.
- Must demonstrate professionalism while dealing with sensitive issues including tact, discretion and sound judgment.
- Position is office- and- community-based in the Nitinaht Lake community.
- Ability to travel as required.
- Ability to work flexible hours, including participation in rotating on-call duties as required.
- Knowledge of the Ditidaht language or willingness to learn is considered an asset.

## Core Competencies & Personal Characteristics

### *Core Competencies*

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.



- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.
- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic Initiative:** Seeks and develops opportunities that support the Nation's economic growth and sustainable prosperity, aligning efforts with community goals.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

#### *Personal Characteristics*

- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

#### **Hours of Work**

- 8:30 am – 4:30 pm, Monday to Friday.
- On-call duties, as required.

#### **Salary and Benefits**

- Competitive wage based on experience and qualifications,
- Opportunities for professional development and training.
- Paid time off and sick leave.
- Supportive work environment with a focus on work-life balance.
- Potential for career advancement within the organization.



## Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:

Email: [reception@ditidaht.ca](mailto:reception@ditidaht.ca)

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## General Contact Information

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