



# Financial Controller

July 2024

Ditidaht First Nation is a vibrant and culturally rich community committed to preserving our heritage while fostering growth and development. We aim to provide exceptional services and support to our community and Ditidaht members.

## Position Overview

We are seeking an experienced and dynamic Part-time Financial Controller to oversee and manage our accounting operations. Reporting to the Chief Administrative Officer, the Financial Controller will play a crucial role in ensuring the accuracy, compliance, and efficiency of our financial systems while providing strategic guidance to support the organization's financial health.

## Key Responsibilities:

- Support all accounting operations, ensuring full cycle accounting processes are efficiently executed
- Monitor the quality of financial transactions and reporting to maintain accuracy and compliance
- Ensure strict adherence to regulatory bodies' guidelines and requirements
- Coordinate the preparation of budgets and financial forecasts, analyzing and reporting variances
- Facilitate month-end and year-end closing processes, ensuring accuracy and completeness
- Prepare and publish timely, accurate, and compliant financial statements
- Conduct thorough reviews of reports for accuracy and completeness as necessary
- Maintain charts of accounts and prepare entries for posting to accounts
- Develop and maintain effective relationships with Ditidaht First Nation staff and community members while providing coaching and mentorship to junior team members

## Qualifications:

- CPA designation (CAFM designation considered an asset)
- Proven experience working with full-cycle accounting processes
- Knowledge of Sage 300 or Sage Intacct considered an asset with transition to cloud based applications
- Experience working with First Nation communities or organizations preferred
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS)
- Understanding of business, accounting, management, and practice development principles

**Competitive wage based on experience and qualifications. This posting will close when the position is filled.**



Apply by sending your cover letter, resume, and contact information for three 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.



# Ditidaht First Nation