



## Penticton Indian Band

R.R. #2, Site 80, Comp.19  
Penticton, British Columbia  
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

May 28, 2018

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Chief Financial Officer</b>	<b>Classification:</b>	Level 4 – 2 <sup>nd</sup> Level Executive
<b>Department:</b>	Finance / Administration	<b>Responsible To:</b>	Chief Admin. Officer (CAO)
<b>Status:</b>	Full-time; Permanent	<b>Hours of Work:</b>	35 hours per week
<b>Range:</b>	To commensurate with experience/negotiable		
<b>Location:</b>	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 6J7		
<b>Closing Date:</b>	<b>Friday, June 22, 2018 at 5:00 PM</b>		

#### Job Summary:

As a senior member of our management team, the Chief Financial Officer (CFO) is responsible for all the duties delegated and assigned under the Band's Financial Administration Law, which includes managing the Finance department, providing innovative and effective financial leadership and advice to Council and senior management to ensure the long-term health of the Band's finances.

The CFO will be responsible for developing, implementing and administering financial management and reporting systems in accordance with the Band's Financial Administration Law, policies and procedures. The successful candidate for this position must possess outstanding strategic long and short-term financial planning, leadership and communications skills, and will be responsible for developing and maintaining a work environment that is supportive to the organization and is customer-service based.

#### Core Competencies:

##### Technical:

- Financial Accounting & Reporting
- Management Accounting
- Assurance
- Financial Management & Planning
- General Business
- Information Technology
- Taxation

##### Management & Leadership:

- Planning
- Allocating & managing resources
- Measuring & Monitoring
- Communicating
- Decision Making
- Organization & strategic leadership
- Negotiation

##### Professional:

- Client Focus
- Ethics & Trust
- Integrative approach
- Problem solving
- Professional Development
- Self-Evaluation

- Risk Management
- Resource & Fiscal Management
- Team leadership & development
- Staff Coaching and Training
- Knowledge of Issues

## **Duties/Responsibilities:**

### **Job Responsibilities and Work Performed**

Reporting to the Band Administrator, the Chief Financial Officer is responsible for the day-to-day management of the financial administration systems of the Penticton Indian Band, which include the following duties:

- Ensure the financial administration systems, policies, procedures, directions and internal controls are appropriately designed and operating effectively;
- Administer and maintain all accounts of the Penticton Indian Band;
- Prepare the draft annual budgets and any draft amendments to the component of the annual budget respecting the Penticton Indian Band's local revenue account;
- Prepare the monthly financial information, the quarterly financial statements and the draft annual financial statements;
- Prepare the financial components of reports of any short, medium and long-term plans, projections and priorities to the Council and the Finance and Audit Committee;
- Actively monitor compliance with any agreements and funding arrangements entered into by the Penticton Indian Band;
- Administer and supervise finance staff in the preparation and maintenance of financial records and the financial administration reporting systems;
- Administer and supervise the maintenance of the records of all receipts and expenditures of the Penticton Indian Band to facilitate the annual audit;
- Actively monitor compliance with the Band's Financial Administration Law and any other applicable law, applicable standards and any policies, procedures and directions of the Council respecting the financial administration of the Penticton Indian Band, other than those matters that are the responsibility of the Band Administrator and Tax Administrator;
- Prepare or provide any documentation and financial information required by the Council or the Finance and Audit Committee;
- Evaluate the financial administration systems of the Penticton Indian Band and recommend improvements;
- Develop and recommend procedures for the safeguarding of assets and to ensure approved procedures are followed;
- Develop and recommend procedures for identifying and mitigating financial reporting and fraud risks and to ensure approved procedures are followed;
- Perform any other duties of the Chief Financial Officer that is assigned under the Band's Financial Administration Law; and
- Carry out any other activities specified by the Band Administrator, the Finance & Audit Committee and Chief & Council that are not contrary to the Financial Administration Law or inconsistent with the Chief Financial Officer's duties under this Law.

### **Accountability**

- The Chief Financial Officer position is accountable for the administrative, financial, and risk management operations of the Penticton Indian Band, which include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development

and monitoring of control systems designed to preserve and protect the Penticton Indian Band's assets and report accurate financial results. Principal accountabilities are:

- Planning, Operations, Financial Information, Risk Management, Monitoring and Reporting.
- With the approval of the Band Administrator, the Chief Financial Officer may assign or delegate the performance of any of the duties or functions of the Chief Financial Officer to any officer, employee, contractor or agent of the Penticton Indian Band, but this assignment does not relieve the Chief Financial Officer of the responsibility to ensure that these duties or functions are carried out properly.

### **Reporting**

- Directly reports to the Band Administrator;
- Monthly, quarterly and annual reporting to Chief & Council, the Finance & Audit Committee, and external funding agencies; and
- Quarterly and annual reporting to the Community.

### **Relationships**

#### **Internally**

- Chief & Council
- Finance & Audit Committee
- Senior Management
- Staff

#### **Externally**

- First Nations Governments and organizations
- Municipal, Provincial and Federal Government Agencies
- Non-Governmental Funding Organizations

### **Decision Making**

- High degree of trust and confidentiality;
- Detail oriented and accurately processing and prioritizing information;
- This department must exercise objectivity and transparency; and
- All processes and systems are based on administrative policies and procedures.

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Professional accounting designation (CPA) and a degree in a related discipline; the incumbent will have comprehensive knowledge of computer systems and a minimum of ten (10) years experience in a senior financial management role, preferably in First Nations Government, or local government or similar valued experience.

### **Other Certification, Licenses, Designations and/or Training**

- Must possess a valid class 5 BC driver's license;
- Certified Aboriginal Financial Manager (CAFM);
- Proficiency with computer applications, MS Office and similar software; and
- Ability to pass a Criminal Record Check.

### **Specific Job Skills and Levels**

- Must possess good interpersonal and communication skills - oral and written;
- Ability to maintain positive, professional working relations with staff, community and the general public;

- Conflict resolution and moderation skills;
- Leadership and supervisory skills;
- Financial, human resources and program management;
- An understanding of relevant legislation, policies and procedures;
- An understanding of the roles and responsibilities of financial management;
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional and territorial awareness;
- The ability to quickly develop knowledge of Penticton Indian Band's Financial Administration Law, policies, procedures and programs;
- Contract management skills; and
- Strategic and risk management planning skills.

### **Minimum Level of Experience**

- A minimum of ten (10) years experience in a senior financial management.

### **Personality Traits (required to be successful in this position)**

- |                                  |  |
|----------------------------------|--|
| • Maintains standards of conduct | • Honest   |
| • Takes initiative               | • Diplomatic   |
| • Demonstrates sound work ethics | • Patient & Assertive                                      |
| • Consistent and fair            | • Flexible to meet timelines                               |
| • Consideration                  | • Respectful and culturally sensitive to Indigenous issues |
| • Ability to prioritize          |  |
| • Friendly & Courteous           |  |

### **Assets:**

- Knowledgeable of First Nations, or specifically the PIB, communities, nation, & history.

### **Working Conditions:**

- Public administration – fast-paced, multidisciplinary environment;
- Busy office setting;
- Constant time pressures to organize and meet deadlines;
- High volume of communication demands (telephone calls, emails, fax);
- Manual dexterity required to use desktop and peripherals;
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding;
- Exposure to stress related time pressure, multiple demands;
- Occasional travel as required; and
- Overtime may be required.

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career in financial Management, please send resume, covering letter demonstrating skills, ability, and

experience, and two supervisory references from last two employers by **5:00 pm on June 22, 2018** to the attention of:

**Mr. Rory Gabriel – Human Resources Coordinator  
Penticton Indian Band**

**Mail:** RR #2 Site 80 Comp. 19   **Fax:** (250) 493-2882  
Penticton, BC V2A 6J7   **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 801 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn (Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*