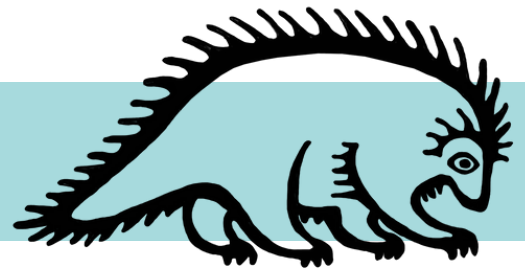


# OKIB IS HIRING



## DIRECTOR OF FINANCE & ADMINISTRATION

### JOB DESCRIPTION

The Director of Finance and Administration is responsible for reporting on and ensuring the financial health of all assets of the Okanagan Indian Band. This position is also responsible for developing and managing risk mitigation strategies as they relate to financial administration. The director is responsible to monitor that OKIB departments and services are administered in a cost-effective manner, and that the best interests of the Okanagan Indian Band are considered in all financial decisions.

### WHAT WE OFFER

The OKIB offers a welcoming team environment and a rewarding job experience as you join us in providing services to the Okanagan Indian Band. We offer benefits and provide training to enhance your skillset and provide the best service possible to the community.

**37.5 hours per week | Wage commensurate equivalent to experience**

**Start date: ASAP**

**Deadline for Applications: Open until filled**

### WHO WE ARE LOOKING FOR

Professional designation – CPA, an equivalent combination of education and experience may be considered  
Minimum five years as a senior-level accountant

Experience in First Nation government program administration, management, delivery and communication  
contract management

### BENEFITS PACKAGE

**OKIB has a comprehensive benefits package consisting of:**

- 3 Weeks' Vacation Pay
- Extended Health and Dental Benefits
- Employer Matched Pension Plan
- 15 Statutory Holidays
- Paid Winter Holiday Break
- Discounted Silver Star Lift Passes
- Cultural Leave
- Retention Bonuses after years service
- 15 Paid Sick Days
- Paid Personal Leave
- Employee Assistance Program
- Professional Development Opportunities

**Preference may be given to those having knowledge and experience of Okanagan culture and traditions.**

# DIRECTOR OF FINANCE & ADMINISTRATION



## SUPPORTS NEEDED

- Assists and collaborates with the strategic planning of all departments
- Implement and control with Directors a budgeting cycle
- Oversee the development and maintenance of relevant financial systems
- Financial management of all OKIB operations to ensure that finances are maintained in an accurate and timely manner and comply with relevant legislation, bylaws, policies and procedures
- Assist Directors and Managers with developing annual forecasts and budgets
- Provide analysis and prepare final reports for review by the Executive Director and Leadership
- Responsible for monitoring financial records, cash management and quality control
- Responsible for monitoring contractual agreements and contribution agreements
- Responsible for reporting to the ED and Leadership on financial or management issues, policies, and the impact of issues from the Council's perspective
- Responsible for the coordination of the annual Audit by ensuring all schedules are prepared, all reconciliations are complete, and documentation is available
- Review audited financial statements for accuracy and acceptability of format
- Prepare management response to Auditor's recommendations in consultation with the ED and Council and, take corrective action when required
- Establish and maintain internal financial controls
- Manage investment funds following established policies and procedures
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Participates in community events as requested

Please send a resume, cover letter and references in any one of three ways:

Email: [recruiting@okanagan.org](mailto:recruiting@okanagan.org)

Mail or drop-off at 76 Head of the Lake Road, Vernon, BC V1H 2A2

If you have accessibility needs, please contact Hollie Lachuk @ 250-542-4328 ext. 1011