



JOB POSTING

BUSINESS/FINANCE MANAGER

GWICHYA GWICH'IN BAND & COUNCIL

Introduction:

The Gwichya Gwich'in Band (GGB) is an Indian Band and Tribal Council under the Indian Act, for administering the Indian Act and policies and programs relating to bands, including disbursement of administrative monies, social service programs, and educational programs, band administration and responsible for the day-to-day functioning of band affairs. The Band's employment includes Chief, Four Councilors, Band Manager, Finance Manager, Part time community wellness, and a part time programs coordinator. The Band has plans set to increase capacity and employment within the organization.

Roles and Responsibilities:

The Business/Finance Manager roles will be to plan, organize, direct, control and evaluate the operations and financial management for the Gwichya Gwich'in Band & Council. Overseeing the accounting operations to ensure practices are current and meets expectations of funding/grants and increase efficiency. Plan, organize, direct, control and evaluate the operations of accounting/finance area.

- Document and perform financial transactions which include Accounts Payable, Accounts Receivable and Payroll as was as bank reconciliations.
- Develop and implement financial policies, systems and procedures.
- Prepare or coordinate the preparation of financial statements, summaries and other cost-benefit analysis and financial management reports.
- Coordinate the financial planning and budget process and analyze and correct estimates.
- Evaluate financial reporting systems and accounting procedures and make recommendations for changes to procedures, operating systems, budgets and other financial control functions to Band Manager and Chief and Council.

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- Notify and report to Band Manager and Chief and Council concerning any trends that are critical to the organization's financial performance.
- Ensure the accuracy of financial documents and adherence to relevant laws and regulations.
- Assist/coordinate Audit.
- Provide monthly financial statements including quarterly semi-annual, and annual financial reports.

This position will also include overlooking the economic development branch that will honour the community by creating the opportunity for responsible sustainable business decisions through its investments and economic development strategy, while maintaining commitment to community stewardship, ownership, values and engagement.

- Understand finances and prepare periodic financial statements for business to assist in informed business decision-making.
- Monitor business performance against goals and budgets to ensure that progress is being made, and that corrective action is taken, where and when necessary.
- Provide direct support services such as research, grant writing, project development or planning support, business retention and expansion activities to a variety of community initiatives.
- Provide support for the project application, management and assessment process.
- Engage with the community, staff and leadership, and maintain relationships with other stakeholders.
- Develop clear and comprehensive reports, proposals, correspondence and other written materials.

The Candidate:

The candidate will hold these qualifications, skills and abilities:

- Preferably a Bachelor's Degree in Accounting or related field of study that is equivalent to a Business Background.
- Recent and relevant experience of 3-5 years of financial and accounting management.
- Extensive knowledge and skills in the use of accounting software and computer databases.
- High attention to detail, strong analytical skills, and problem-solving skills.
- Strong communication skills: verbal, business writing, electronic communications and presentations.
- Excellent organizational, planning, prioritizing, and time management skills.

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- Ability to interact effectively with all levels such as staff, Management, Chief and Council, Government Officials, Business Ventures, Elders, Youth and public.

Compensation:

Will be based on education, experience and within the approved salary grid from Chief and Council.

Term:

Typically, 1 year term the candidate will work with the Band Manager to extend funding to further employment.

Location:

Gwichya Gwich'in Band – Tsiigehtchic NT X0E 0B0

Contact:

Interested applicants should submit their cover letter, resume, education documents and references to Interimbandmanager@tsiigehtchic.ca

Deadline:

Open until filled