



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

JOB POSTING

Haisla Nation Council has an immediate opening for the position of:

Financial Analyst

Responsibilities:

- Develop cash budgets;
- Prepare forecast for diverse projects;
- Analyzing, interpreting data, making comparative analyses and doing recommendation;
- Assist with developing policies in relation to non-government revenue;
- Recording and tracking of investments;
- Full set of accounting records for subsidiary companies;
- Review of agreements to ensure compliance;
- General accounting including month end and annual procedures;
- Assist in capacity development of the Finance Department employees and Program Managers;
- Ensuring accuracy and compliance to accounting standards, procedures and internal control;
- Recommending and implementing improvements to accounting systems and management practices;
- Provide backup, as needed, for the Finance Department for Accounts Receivable, Accounts Payable and Payroll;
- Reconcile GL accounts;
- Problem solving and decision making;
- Critical thinking, paying attention to details;
- Significant use of memory and researching information;
- Computer use, Continuous learning;
- To follow the HNC personnel policy and manual;
- Other related duties as required by the Finance Manager.

Qualifications:

- Accounting designation preferred
- Experience working in non-profit or fund accounting an asset;
- Experience working with First Nations financial administration an asset;
- Experience with Excel, Word and accounting software - Adagio and Easy Pay an asset;
- Must possess a valid BC Drivers license;
- Must be willing and able to pass a criminal record check.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure
Human Resources Manager
Haisla Nation Council

Fax: 250-632-2840

Email: humanresources@haisla.ca

No later than 4 pm on Monday, April 17, 2017.

We thank all applicants for their interest, however, only those short-listed will be contacted.