

	JOB POSTING		Printed 05/01/25
	Business Entity - Accounting Supervisor Department: Economic Development Reports to: Economic Development CFO		Effective Date

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview

Under the direction of the Economic Development CFO, the Business Entity - Accounting Supervisor is responsible for assisting in managing the finance records and accounting duties of the We Wai Kai Nation businesses. The Accounting Supervisor is responsible for providing coverage during the absence of the bookkeepers, supporting cross-training initiatives and assisting the CFO with internal controls, process development, financial budgeting and reporting. The ideal candidate is an experienced accountant with a strong understanding of full-cycle bookkeeping and must be able to handle multiple tasks, maintain confidentiality and ensure financial accuracy. They must understand BC Provincial filing regulations and meet all reporting deadlines.

This job description provides a general overview of the duties and responsibilities of the Accounting Supervisor. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The Nation's policies and procedures further describe performance and behavioural expectations of all employees.

Key Responsibilities:

Bookkeeping Support & Coverage

- Provide backup and bookkeeping support for multiple business entities during staff absences (vacation, leave, etc.)
- Maintain accurate general ledgers, accounts payable, bank reconciliations, and payroll entries
- Ensure timely processing of invoices, payments, and month-end close activities
- Administer the Nation's Economic Development payroll and other Nation related accounting tasks

Cross-Training & Capacity Building

- Collaborate with bookkeeping staff across entities to promote knowledge sharing and consistency in financial practices
- Provide mentorship, training, and support to bookkeeping team members
- Assists in on-boarding new entities under management
- Assists in improving business processes to reduce reporting timelines and mitigate risks
- Assist in standardizing financial procedures and workflows

Financial Reporting & Support to CFO

- Assist the CFO in preparing monthly, quarterly, and annual financial statements
- Assist the CFO in addressing budget variances and other financial inquiries
- Contribute to internal and external reporting, including funding agency requirements and audit preparation
- Support the CFO in developing presentation materials for Chief and Council, boards, and stakeholder meetings

Compliance & Internal Controls

- Ensure financial practices comply with organizational policies, GAAP, and relevant Indigenous Services Canada (ISC) reporting requirements
- Maintain proper documentation and audit-ready records
- Assist the CFO in managing and improving internal controls and operational efficiency
- Review and approve Business Entity expenditures.

Assets:

- Experience working with First Nation-owned entities or within a Band administration
- Knowledge of funding agreements, ISC reporting, and Indigenous financial management practices
- Understanding of Indigenous governance and community priorities in British Columbia
- CPA designation or progression in the CPA program considered an Asset.

Confidentiality

- Ensure all financial information, reports and documents are kept confidential and secure.
- Maintain strict adherence to confidentiality agreements, policies, and regulations related to financial and operational matters.
- Ensure compliance with privacy and data protection laws and WWK Nation policies.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

JOB POSTING: Business Entity Accounting Supervisor

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Chief and Council
- Director of Economic Development
- Economic Development CFO
- Business Operations Manager
- Economic Development EA
- Business Entity Managers
- Business Entity Bookkeepers

Qualifications:

- Diploma or degree in Accounting, Finance, or a related field (preferred)
- Minimum 5 years of full-cycle bookkeeping experience; preference for experience with Indigenous organizations or governments
- Proficiency in accounting software (e.g., Sage 300, QuickBooks, or Xero, Adagio)
- Strong understanding of Indigenous business structures and financial accountability
- Excellent organizational and communication skills
- Ability to manage competing priorities and adapt to dynamic environments
- High attention to detail, confidentiality, and integrity

Physical Requirements and Working Conditions

This position is nominally scheduled to work Monday to Friday dayshift but will often require flexibility and additional time to deliver its leadership mandate, including overnight stays. Works independently and collaboratively inclusive of regular supervision.

Job Type:	Full-time
Pay:	\$63,000 to 73,000 per year
Schedule:	Monday to Friday, 8:30am to 4:30pm
Benefits:	Dental, medical, critical illness
Pension:	Generous pension matching contributions of up to 9%.
Deadline:	May 25, 2025
Email:	Careers@wewaikai.com