



About the Tsakwa'lutan Healing Centre

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

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

About the Opportunity

We have an exciting opportunity for **Accountant** based on **Quadra Island, BC**.

The Centre is a 40-bed adult treatment facility serving 300–350 clients annually. Reporting to the Executive Director (ED), the Accountant oversees all finance and accounting functions, including budgeting, financial reporting, analysis, and full-cycle bookkeeping with payroll. This role supports the ED in maintaining financial integrity and ensuring accurate and timely financial management to support the Centre's operations.

Your responsibilities include, but are not limited to:

- Ensures the timely completion of financial reporting deliverables to ED and the Nation including, monthly and annual reporting, preparation of the year-end package for audits, development and maintenance of the annual budget, and other third-party compliance reporting to funding agencies.
- Assists in the development of internal controls and other policies and procedures to ensure the integrity of financial reporting and operational performance.
- Works with the ED to prepare the annual operational and capital budgets.
- Coordinates and assists the ED in the sourcing, writing and submission of available grants.
- Monitors expenses and revenues to ensure conformance to the budget and communicates material variances to the ED and to the Nation if required.
- Assists the ED to prepare and present reports required by funding agencies and liaises with these funding agencies regarding funding and service inquiries.
- Manages full-cycle monthly bookkeeping for the Centre including managing the AR/AP functions, and bi-weekly payroll.
- Ensures client billing and funding allocations activities are performed on a timely and accurate basis.
- Coordinates with the ED and Nation to ensure the Nation is properly insured.
- Maintains a high-level of confidentiality and professionalism when interacting with clients and staff.
- Additional responsibilities as needed to support the team.

Competencies

- Communicates complex information in a simple and understandable format.
- Distinguishes between relevant and irrelevant information and exercises judgment to assist well-informed decisions.
- Prioritizes activities, monitors activities and establishes proper courses of action.
- Continuous improvement of operational and financial processes.
- Utilizes data to identify issues, highlight trends and identify areas of improvement.

Cultural Competency

- Respect and demonstrate Indigenous ways of knowing, being, and doing in all interactions.
- Support clients in participating in traditional healing practices and ceremonies.
- Learn ongoing ways of modelling cultural respect, relevance, reciprocity, and responsibility.
- Exhibit and practice cultural humility and reverence.

Team Collaboration

- Work effectively as part of a diverse team with clinical professionals.
- Participate in team meetings and contribute to care planning and review processes.
- Provide support and assistance to team members as needed.



About You

The ideal candidate should have a minimum of 5 years of experience in a similar role. Experience in addiction treatment, mental health, or related fields is highly desirable and will be considered a strong asset.

Additionally, the following skills and background will be highly valued:

- Understanding and respect for Indigenous cultures and traditions
- Ability to work well under pressure
- Strong interpersonal and communication skills
- Ability to work effectively both as part of a team and independently
- Basic knowledge of addiction and mental health issues

About the Benefits

This is a full-time, salaried position consisting of a schedule of 40 hours per week. Compensation, based on skills and experience, is a competitive annual salary of **\$70k – \$90k**, and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

How to Apply

Interested candidates are invited to submit their application package to info@healingcentre.ca by 2 January 2025.

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry.