

## POSTING



# Financial Controller

Ehattesaht First Nation in Zeballos, BC are looking for a Financial Controller. Your role is to ensure legal financial reporting requirements are maintained in order to meet the accountability standards of Ehattesaht membership, NTC, Provincial & Federal Gov'ts and other agencies as required. To present timely financial statements on a consistent and comparable basis to Chief & Council and Management. To maintain the chart of accounts and reconcile banks and various accounts for the Band, program departments and related businesses. Variance analysis performed on regular basis. You are familiar with year-end reporting requirements and will assist in annual audit preparation by preparing financial statements and working papers.

The successful candidate will report to the Band Manager and be responsible to:

- ensure legal financial reporting requirements are maintained in order to meet the accountability standards of Ehattesaht membership, NTC, Provincial & Federal Gov'ts and other agencies as required
- present timely financial statements on a consistent and comparable basis to Chief & Council and Management.
- maintain the chart of accounts and reconcile banks and various accounts for the Band, program departments and related businesses.
- assist in annual audit preparation by preparing financial statements and working papers.
- Manage and maintain effective and efficient financial systems
- Manage reporting for government contracts and agreements
- Manage the computerized accounting systems

### Qualifications

- Adagio, Paymate, Excel & Word
- Bank reconciliation experience
- Proven Sobriety, Bondable, Provide Criminal Record Check
- Class 5 license and access to a vehicle
- Accounting Designation or 5 years equivalent prior related experience

To apply submit your resume, expected remuneration and handwritten cover letter to:

### Ehattesaht First Nation

PO Box 59  
Zeballos, BC V0P 2A0  
fax: 250-761-4156  
email: [ehattesaht.office@ehatis.ca](mailto:ehattesaht.office@ehatis.ca)

**Only those short-listed will be contacted for an interview.**

**Deadline to apply December 7, 2018 11:00 am**